Student Handbook 1976-1977

Lake Forest College

Lake Forest, Illinois

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ACADEMIC CALENDAR
1976-77

FALL TERM

September 8 (Wed.)	New Students Arrived
September 11 (Sat.)	Registration for New Students
September 13 (Mon.)	Registration for Returning Students
September 14 (Tues.)	Classes Begin
October 25 (Mon.)	Mid-Term Grade Report Due
November 25-26 (Thurs.-Fri.)	Thanksgiving Recess
December 7 (Tues.)	Classes End
December 8 (Wed.)	Reading Day
December 9-11 (Thurs.-Sat.)	Final Examinations
December 12-January 3 (Sun.-Mon.)	Christmas Recess

WINTER TERM

January 4 (Tues.)	Classes Begin
January 27 (Thurs.)	January Courses End
January 28 (Fri.)	No Classes
January 31 (Mon.)	February Courses Begin
February 22-23 (Tues.-Wed.)	Final Examinations for Seven Week Courses
February 23 (Wed.)	February Courses End
February 24-March 1 (Thurs.-Tues.)	Winter Recess

SPRING TERM

March 2 (Wed.)	Classes Begin
April 9-17 (Sat.-Sun.)	Spring Recess
May 27 (Fri.)	Classes End
May 28 (Sat.)	Reading Day
May 30-June 1 (Mon.-Wed.)	Final Examinations
June 4 (Sat.)	Commencement

FOREWORD

Lake Forest College is a four-year liberal arts college of 1,100 students. It is independently-governed, co-educational, and fully accredited. By policy, it is nondiscriminatory with respect to creed, color, race, national origin, or sex.

This handbook is issued to give members of the college community information about rules and procedures and about services available on the campus. Every student should become familiar with the material in this handbook as well as pertinent information in the current college bulletin.

It is the intent of the college to develop policies and regulations regarding academic and social behavior that insure the optimal individual freedom for academic and personal expression and development, while at the same time safeguarding the interdependent nature of the total community. Rules pertaining to judicial processes and student life are under the supervision of the Office of the Dean of Student Affairs.

Lake Forest College expresses special thanks to the other colleges of the Associated Colleges of the Midwest for their cooperation in the formation of this handbook.

CONTENTS

Academic Calendar... Inside Front Cover
College Hours .....Inside Back Cover
Emergency Numbers .....Back Cover

SECTION I—ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING 1
ACADEMIC DISMISSAL 1
ACADEMIC EVALUATION AND APPEAL PROCEDURE 1
PROTECTION OF FREEDOM OF EXPRESSION 1
POLICY ON ACADEMIC HONESTY 2
Examinations 2
Written Work 3
Plagiarism 3
Handling of Violations 4
Student Appeal of Instructor's Decision 4
ACADEMIC PROBATION 4
ACADEMIC PROGRESS AND STANDING 5
ACM PROGRAM 5
ADVANCED PLACEMENT 5
CALENDAR 6
CLASS ATTENDANCE 6
CREDITS 6
COURSES AT BARAT COLLEGE 6
CREDIT BY EXAMINATION 7
CREDIT FOR SUMMER WORK ELSEWHERE 7
DEAN'S LIST 7
DOUBLE MAJOR 7
EXAMINATIONS 7
GRADING SYSTEM 8
GRADUATION WITH HONORS 9
INDEPENDENT STUDY 10
Research Project 10
Tutorial Project 10
Creative Project 10
Internship 10
COLLEGE SCHOLAR PROGRAM 10
LFC SUMMER SESSION 11
OFF-CAMPUS PROGRAMS 11
PLACEMENT IN FOREIGN LANGUAGE 13
RECORDS OF ACADEMIC WORK 13
PRE-REGISTRATION AND ROOM DRAW DEPOSIT 13
REQUIREMENTS FOR GRADUATION 14
RETAKING COURSES 15
TRANSCRIPTS 15
TRANSFER OF CREDITS 15
TUITION CHARGES 15
WITHDRAWAL, LEAVES, AND TRANSFERS 15
READMISSION 16

SECTION II—CAMPUS SERVICES

ADMINISTRATION OFFICES AND OFFICIALS
OFFICE OF THE PRESIDENT 17
OFFICE OF ACADEMIC AFFAIRS 17
READING AND WRITING SKILLS PROGRAM 17
OFFICE OF CONTINUING EDUCATION 17
OFFICE OF PUBLIC AFFAIRS 17
OFFICE OF BUSINESS AND FINANCE 18
CHECK CASHING 18
PRINT SHOP 18
PURCHASING AND ACCOUNTS PAYABLE 18
SECURITY 18
PERSONNEL AND CONFERENCES ...18
BOOKSTORE 18
PHYSICAL PLANT 19
POST OFFICE 19
OFFICE OF THE DEAN OF STUDENT AFFAIRS 19
OFFICE OF ADMISSIONS 19
OFFICE OF THE REGISTRAR 20
OFFICE OF FINANCIAL AID 20
COMPUTER SERVICES CENTER 20
PHYSICAL EDUCATION AND ATHLETICS 20
CAREER COUNSELING AND PLACEMENT 20
RESIDENT STAFF SERVICES 21

SECTION III—JUDICIAL SYSTEM

DRUG REGULATIONS 22
ALCOHOLIC BEVERAGE REGULATIONS 23
REVISED JUDICIAL SYSTEM 24
Foreword 24
Preamble 24
Structure of Judicial Groups 25
Jurisdiction 25
Subject Matter Jurisdiction 26
Student on Leaves 26
Deferral of Cases 27
Ambiguities 27
The President's Jurisdiction 27
Complaints 27
Committee on Dispositions 28
Conduct Board 29
The Community Representative 29
The Hearing 30
Conduct Board Advisor 30
Counsel for Respondent 30

Subpoena Power 31
Pressentation of Evidence 31
Witnesses 31
Basis of Conduct Board Decision 32
Restitution 32
Penalties 32
Report of Case 33
General Operating Procedure of the Conduct Board 33
Change in Procedure 33
Selection of members 33
Term of Office 33
Summary of Rights of the Respondent 34
ADMINISTRATIVE WARNING SYSTEM 35

SECTION IV—LAKE FOREST COLLEGE GOVERNANCE

STUDENT GRIEVANCES 37
COLLEGE COUNCIL 38
FACULTY PERSONNEL POLICIES COMMITTEE 39
LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS 40
ACADEMIC ADVISORY COMMITTEE 41
ACADEMIC POLICY COMMITTEE 42
ACADEMIC APPEALS BOARD 43
EDUCATIONAL AND RESEARCH RESOURCES COMMITTEE 44
COLLEGE LIFE COMMITTEE 45
CO-CURRICULUM COMMITTEE 46
STUDENT ASSEMBLY 48
EXECUTIVE COMMITTEE 48
COMMUNICATION 49
GENERAL PROCEDURES 50
RATIFICATION AND AMENDMENT PROCEDURES 54

SECTION V—RESIDENTIAL LIFE

PHILOSOPHY 56
HOUSING SYSTEM 57
FRESHMAN HOUSING 57
TYPES OF HOUSING 57
ROOM DRAW 58
NORTH CAMPUS 58
MIDDLE CAMPUS 58
SOUTH CAMPUS 59
RESIDENCE HALL GOVERNANCE 59
COLLEGE HOUSING PROCEDURES AND CONDITIONS 59
ROOM CONDITION CHECK-IN AND INVENTORY 62
STORAGE 62
SHIPPING 63
WINTER RECESS HOUSING 63
DRIVING ON GRASS 63
SECURITY PATROL 63
FIRE DRILLS AND ALARMS 64
VACATIONS 64
VENDING MACHINES 65
KITCHENETTES AND LOUNGES 65
LAUNDRY FACILITIES 65
HOUSEKEEPING REGULATIONS 65
ROOM FURNISHINGS 65
ROOM DECORATION 66
CANDLES 66
ELECTRICAL APPLIANCES 66
HOUSEKEEPING 66
LINEN SERVICE 66
PAINTING STUDENT ROOMS 67
BICYCLES 67
MOTORCYCLES 67
PETS 67
FIREARMS 67
BARBECUES 67
FIREWORKS 67
KEYS 68
REFRIGERATORS 68
WATER BEDS 68
MARRIED STUDENT HOUSING 68
SOCIAL FUNCTIONS IN RESIDENCE HALLS 68
FOOD SERVICE 68
Commons Dining Facility 69
Food Service Exemption 69
Medical Illness 69
Meal Guests 69
HEALTH SERVICE 69
Clinic Program 69
Student Illness 69
Medical Counseling 70
Other Services 70
Student Health Insurance Program 70
Varsity Athletic Teams 70
PSYCHOLOGICAL COUNSELING SERVICES 71
IN CASE OF INJURY OR ILLNESS 71

SECTION VI—STUDENT LIFE

COLLEGE COMMONS 72
COMMONPLACE 72
MAIL BOXES 72
PUB 72
PIERSON ROOMS 72
GAME ROOM 72
BULLETIN BOARDS 72
CAMPUS ACTIVITIES OFFICE 72
COMMONS' RULES AND REGULATIONS 73
LIBRARIES 73
Staff 73
Donnelley Library 74
Main Floor 74
Second Floor 76
Lower Level 76
Thomas O. Freeman Science Library 77
Services and Procedures for Donnelley and Freeman 77
SPORTS CENTER and FIELD HOUSE ..78
Facilities 78
Saunas and Pool 78
Hours 79
GENERAL INFORMATION
Vehicle Rental 80
Loans 80
Student Employment 80
Student Organizations 80
Funding 81
Campus Activities 81
Smoking 81
Motor Vehicles 81
Driving Restriction 82
Penalties 82
Campus Recruiters 83
Solicitors 83
Speaker Policy 83
Property Losses—Student Liability 84
College Negligence 85
Student I.D. Card 85
Mail Service 85
Summer School Housing 85
Lost and Found Articles 86
Music Practice Rooms 86
Room Reservations 86
Privacy Law 87

MAPS 88-90

SECTION I
ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties and personal problems. A student may keep the same advisor for two years. After the sophomore year, the student will be advised by someone in the major field or discipline.

During course registration, each student is required to meet with the faculty advisor. At the time of pre-registration, a detailed schedule of classes for the coming year and a tentative outline for the remainder of the student's undergraduate program is to be completed in consultation with he advisor. All registration forms must be validated with the advisor's signature.

"In-Residence Advisors" work with Freshmen students in the housing units with an attempt to combine diverse academic disciplines in the advising groups and to enchance the relationship between living and learning environments.

ACADEMIC DISMISSAL

The College reserves the right to dismiss permanently, at any time, any student whose academic standing is unsatisfactory. A student not on probation may be dismissed for making unsatisfactory progress toward graduation, especially if he or she shows a sudden decline in number of credits earned or has already received an academic warning. In addition, any student on probation who fails to make satisfactory progress toward good academic standing in the subsequent term or fails to complete work satisfactorily is subject to dismissal or may be required to take a leave of absence.

Dismissal from the College may also be mandated under conditions set forth under the judicial process.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

PROTECTION OF FREEDOM OF EXPRESSION

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

Students shall be informed at the beginning of the course of the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

POLICY ON ACADEMIC HONESTY

The College, like any other community, must depend upon the integrity of its members if it is to function meaningfully. For students this means the responsibility of intellectual honesty in all their academic work. In order that there be no misunderstanding about the nature of this responsibility to examinations and written work, the faculty has outlined the following rules and procedures for the guidance of the community:

Section I—Examinations: No student shall give or receive any unauthorized aid concerning examinations.

(A) An examination will ordinarily be held at an appointed time and in a stipulated location(s). The instructor may decide whether or not to remain in the examination room, but in any case the instructor will be readily available for consultation throughout the examination.

(B) Individual instructors may upon occasion elect to depart from the procedure stated in (A) by giving "take home" examinations, but in such cases they should clearly spell out to the class the conditions under which the examination is to be taken, time allotted and freedom or non-freedom to consult written materials of specified types and/or other students or instructors.

Section II—Written Work

A student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, and bibliography. And the term "written work" shall extend to all essays, examinations, and laboratory reports.

(A) Professors may:
1) Prescribe any limitations on sources or assistance in any form.
2) Waive any requirements concerning the accrediting of sources.
3) Exclude or include homework as written work.

(B) Permission must be obtained from all professors concerned if a paper is to be submitted for credit in more than one course. If this is a case of a paper previously submitted to an instructor no longer present, permission from the instructor need not be obtained; but the instructor to whom the paper will be submitted must be notified that the paper has been used before.

(C) Permission must be obtained for more than one student to work together on an assignment with the understanding that all students concerned will be held responsible for the work and any information involved.

Section III—Plagiarism - Definition

The faculty is concerned that students be fully aware of the nature and gravity of this offense.

Plagiarism is defined as copying the work of someone else, either wholly or in part, without proper acknowledgment. Direct quotation of another including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. If you are summarizing or referring in your own words to what someone else has written, either the content or the orgainzation of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, and date of publication, publisher, even if only part of the work has been used.

Section IV—Handling of Violations

An individual instructor suspecting violations of any items relating to Sections I, II, and III, will meet with the student or students concerned for discussion of the matter. If he continues to believe that a violation has occurred, he will meet first with his departmental Academic Advisory Committee of three majors and then with the Dean of Student Affairs to solicit their opinions on whether a violation has occurred, and their advice on the severity of any penalty to be imposed. It is understood that in cases in which a student fully acknowledges his/her wrongdoing, the professor will not reveal the student's name to the Academic Advisory Committee. After these discussions have taken place, in a case where to lower the grade of the student for the test or project in question, to give the student a failing grade in the course, or to recommend to the President of the College more severe action.

At the beginning of the course each instructor should clearly state his policy regarding handling of cases of plagiarism and cheating on examinations.

Section V—Student Appeal of Instructor's Decision

When a student feels the instructor's judgment and/or penalty arrived at by the procedure described in Section IV is inappropriate, the student may submit a written appeal to the Academic Appeals Board, outlining his reasons for considering the instructor's ruling unjust. The Academic Appeals Board augmented by three voting student members selected by student, instructor, Dean of Student Affairs, and departmental Academic Advisory Committee. If it is the opinion of at least four of the members of the board that the instructor's judgment of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.

Section VI—Standard Penalties

At the meeting of March 6, 1973, the faculty approved the following penalties for violations of the Academic Honesty Code:

1) First Violation— failure (F grade or O) in the course or project.
2) Second Violation— suspension from the college for one year.
3) Third Violation—expulsion.

ACADEMIC PROBATION (5 courses or two terms)

The Dean of the Facutly reviews the record of any student who is not making satisfactory progress toward graduation, or whose course work is unsatisfactory, or whose absences are excessive. Students will be warned regarding their academic probation, if they have failed two courses in the period of one academic year.

During the period of academic probation the student must give evidence of significant progress toward satisfying requirements for graduation from the college.

Students, advisors, and parents of dependent students are notified when students are placed on probation and removed from probation. Registration for the following semester is tentative for a student on academic probation, and subject to review by the Dean of Faculty. Academic probation lasts for a period of five courses or two terms. Any student on probation cannot fail a third course or academic dismissal will ensue.

Illness or other special circumstances may make individual exceptions to the general rules regarding probation.

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if the student has completed seven courses by the beginning of the second year in college, as a junior if he or she has completed fifteen courses by the beginning of the third year, and as a senior if the student has completed twenty-four courses by the beginning of the fourth year.

ACM PROGRAMS

Lake Forest College is a member of the ACM, Associated Colleges of the Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, and St. Olaf. The ACM sponsors a wide variety of off-campus programs. Inquiries may be made from the individual program advisors, or the Office of Off-Campus Programs.

The ACM programs and the advisors for each are:

Florence	Bartlett/LeMahieu
The Arts of London and Florence	Bartlett/LeMahieu
East Asian Studies in Japan	Osako
India Studies	Mojekwu
Chinese Studies	Osako
Latin American Studies	Douglas
Costa Rican Development Studies	Douglas
Urban Studies in Chicago	Ticknor
Urban Teaching	Borth
Wilderness Field Station	Louch
Geology in the Rocky Mountains	Martin
Newberry Library Program	Milne
Argonne National Laboratory Program	Owen

ADVANCED PLACEMENT

The College grants advanced placement and exemption from certain major requirements to entering students demonstrating proficiency in their work.

Each department reserves the right to set its own criteria for advanced placement. Generally though, students who have successfully completed Advanced Placement courses and taken the appropriate examinations provided by the College Entrance Examination Board may apply for college credit for this work. Grades of "3", "4" or "5" on the examinations entitle students to credit. Grades of "1" and "2" do not entitle students to credit. For more specific information, contact the department chairman concerned.

CALENDAR

Course work at Lake Forest College is scheduled into a calendar which is 3-2-3. The format provides two twelve-week periods of three courses each, one seven-week period of two courses. The seven-week middle, or winter term, may be used for concentrated study of two subjects consecutively for three-and-a-half weeks each, or two subjects concurrently for the full seven-week period. Under the 3-2-3 plan, students, may take advantage of off-campus programs such as internships with nearby businesses, extended field trips, or course work at other colleges or universities.

CLASS ATTENDANCE

Each member of the faculty has the perogative of establishing specific attendance regulations which, in the instructor's opinion, are best suited to the course.

COURSE LOAD

In the fall and spring terms the normal load is three courses, although a student may take a fourth course if the record indicates he or she is capable of completing an additional course satisfactorily and if the advisor agrees. In the winter term of seven weeks, two courses constitute a full load. These may be taken concurrently or successively. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons or choir for credit may be added to the normal course load.

CREDITS

Credit in thirty-two courses is required for graduation. While credits are recorded by courses rather than by semester or quarter hours, each course may be regarded as the equivalent of four semester hours of six quarter hours.

COURSES AT BARAT COLLEGE

A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted.

A schedule of courses at Barat College is available in the Registrar's Office. A student who wishes to register for a course at Barat should indicate the course on the registration form.

Lake Forest students travel to Barat, one mile away, primarily for additional coursework in the creative arts—dance, ceramics, painting. Barat students register at Lake Forest primarily in the sciences—biology, chemistry, physics. A bus shuttle service between the two colleges operates regularly each day. Bus schedules may be obtained from the Registrar's Office.

Barat College also offers lectures and cultural programs to which students of Lake Forest are invited.

CREDIT BY EXAMINATION

If a student feels able to meet the requirements of a regular course without attendance at class meetings, he or she may request permission to pass the course by examination. The student must have the consent of the instructor and the approval of the Dean of the Faculty, and the instructor may make requirements in addition to the examination when these seem appropriate for a course.

CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend a summer session at a college other than Lake Forest must obtain prior approval for the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. The student should report to the Registrar to obtain the necessary form.

DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. To be selected for this honor, a student must have received during the year at least four grades of "A", six grades of "A" or "B", and no grades "C", "D", or "F".

DOUBLE MAJOR

Students declaring a double major must be aware that they must complete course requirements in both major fields. Courses which may be counted for one major or another, such as Biology 300 or Chemistry 300 (Bio-Chemistry), may be counted for both majors in a double major upon petition and approval of the department heads of each field.

EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any

time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the spring term will be kept through the fall term.

GRADING SYSTEM

The College employs an A, B, C, D, F grading system. The "A" grade is awarded for work of clearly outstanding quality. The "B" is given for superior but less than outstanding work. The "C" indicates good work. The "D" is given for work that is marginal but nevertheless passing. Courses in which a student receives a grade of "D" count toward graduation; however, the departments may require a grade of "C" or better in courses prerequisite to more advanced work. A course for which the grade of "D" is received may be repeated for the purpose of improving the grade, but not for additional credit. "F" indicates failure.

At Lake Forest, students may choose for each course to receive either "credit" only or a grade in the course, if the work is successfully completed. The choice must be made no later than the end of the first week of classes in the term, except that in the January or February terms the choice must be made no later than the third day of classes. An incomplete, "I", is given to a student who is passing but, because of illness or some other reason beyond control, has not completed the work of the course by the end of the term. An incomplete may be given only upon the initiative of the instructor and, except when special permission is granted by the Dean of the Faculty, must be removed within the first week of the new term in fall or winter, and within one calendar week after the close of final examinations in the spring term.

Approved withdrawal from a course within the first four weeks of a fall or spring term will result in a grade of withdrawal, "W". Approved withdrawal after the first four weeks will result in a grade of "W", if the student is passing the course, and a grade of withdrawal failure, "WF", if not. For the winter term, the period is two weeks for full-term courses, one week for January and February (half-term) courses.

The conditional grade of "X" permits a student who was passing a course until the time of a final examination or paper to repeat that work when, in the opinion of the instructor, a failure on the final work was clearly inconsistent with the student's earlier performance. If the work is satisfactorily completed, the "X" is converted to a "D". otherwise it becomes an "F".

The warning grade of "Y" is given only to freshmen at the time of the mid-term grade report when a student is barely passing a course.

Grade reports for failing, barely passing, or incomplete work are made to all freshman students at midterm. Final grade reports are mailed to students at their homes at the close of each term.

GRADUATION WITH HONORS

There shall be but one type of GWH (excluding the College Scholar Program) and that shall be *in a department*, (or appropriate inter-disciplinary major). *Two criteria* must be satisfied: (1) a demonstration of the student's *mastery of the subject material,* and (2) a demonstration of the student's *ability to do creative scholarly work* in an area. These two criteria must be met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA as straight A; a minimum of six must have been taken at Lake Forest College.

AND

A student can choose to take the senior major examination (written or oral); however, a student must have a 3.0 GPA in the department to be eligible *or* be invited by the department to take such an exam. This would be evaluated by the department as is currently the case for GWH in a department.

(2) A student must be evaluated as having an outstanding senior thesis (as now defined, and presently called Honors in Senior Thesis). In exceptional circumstances (where a senior thesis seems inappropriate), a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be a substitute for the senior thesis. The request for such substitution must be initiated by the project director and requires the unanimous approval of all members of the department(s) involved. This work must be evaluated as excellent by the committee which is defined similarly to the senior thesis committee.

The grade point average is to be computed at the end of the term preceding graduation. If a course is retaken in the major, the higher of the two grades is computed in the grade point average.

INDEPENDENT STUDY

Increasingly, independent study and research under the guidance and supervision of members of the faculty is sought by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval of the faculty. A student may take no more than a total of seven independent courses, tutorials, research, senior thesis, creative projects, or off-campus activities such as internships.

In addition to the registration with the Registrar, approved plans must be submitted to the Office of the Dean of the Faculty before the beginning of the term in which study is to take place.

A student may undertake a *research project*, under the supervision of a faculty member, during the junior or senior years, A student may take one course-equivalent of research per term with a maximum of four course-equivalents during the junior and senior years. The category of research will include senior thesis programs.

A student may take a *tutorial project* (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

A student may undertake a *creative project* in the fine arts under the supervision of a faculty member after the first term of the freshman year, but no more than four such projects are allowed toward to degree and no more than one may be undertaken in a given academic year.

An internship is an independent study which is pursued off-campus in an established organization under the immediate supervision and partial evaluation of someone outside the faculty. A student may earn a maximum of four course credits in internships.

COLLEGE SCHOLAR PROGRAM

The College Scholar Program emphasizes self-determination for its students. The responsibility for initiative in the program lies with the student, beginning with presentation of his or her case for admission to the program.

In the spring term applications are invited from students who will be juniors by the end of the fall term of the following academic year. Admission is determined by the College Scholar Committee on the basis of:

1) The student's aptitude for excellent academic performance.

2) The likelihood of the student's maintaining high motivation in a program of self-directed work.

3) The probability of successful completion of the student's general study plan in the light of the goals and capacities of his or her own scholarship, of the College, and of the Scholar Program.

The student applying prepares a general study plan, consulting with a faculty member who agrees to serve as the student's college scholar advisor. The general study plan is a crucial sample of performance for purposes of judging admission to the program.

In the general study plan a student defines a special field of interest but this field need not correspond to existing departmental divisions. It is expected that the plan will represent an integrated program of study, not a collection of discrete units, and that it will include a variety of methodologies providing the breadth of a liberal education.

Students admitted to the program and their advisors will derive from the general study plan a specific plan of study for the first year of participation and a tentative outline for the second. Decisions regarding the method of evaluation and the credit value of courses and projects also will be made at this time. The student is expected to pursue courses and independent study projects which contribute to the achievement of the objectives stated in the general study plan. These may include regular courses and seminars, but presumably a significant portion of a student's time will be devoted to self-directed independent study projects (including laboratory research, directed reading, tutorials, and internship projects).

LFC SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in *very* exceptional cases, and only if it can be demonstrated that a student's academic program makes that work a necessity.

OFF-CAMPUS PROGRAMS

Especially during their junior year students may live and study abroad through one of the college's Term Abroad programs. Each of these programs is limited to one academic term, is planned and directed by members of the Lake Forest College Faculty. Since the classes abroad are a regular part of the academic schedule of the college, credit is given by Lake Forest.

Off-campus programs planned for this year are:

Winter term:
- Term in America
- Marine Biology Trip

Spring term:
- Term in Greece

Application procedures:

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Director of Off-Campus Programs. Major considerations in determining

admissibility to a program are:

evidence of academic motivation and promise of adequate academic work;

usually an average of B- or better will be expected;

reason to believe that the student will benefit from the particular program; the applicant's major interest and the reasons given for wanting to join the program are important considerations.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible.

Each applicant must present the following:

A completed application form, including parental signature*
A medical report*
A deposit of $250 (make check payable to Lake Forest College; if student withdraws, $50 is non-refundable; and the remaining $200 is refundable only if his/her place can be filled)

The admitting committee will also consult the academic record at the school where the student is presently enrolled, and seek the opinion of the Dean of the Faculty.

Students at other institutions must also apply:
An offcial transcript
A recommendation from a faculty member*
All parts of the application listed above are due at the deadline. If payment of the deposit involves a real hardship, the applicant may make special arrangement with the Director of Off-Campus Programs. No applicant will be accepted into the program until all the conditions are met.

Deadlines are as follows:

Term of the Program	*Due Date*	*Absolute Deadline*
Fall	May 1	June 1
Winter	September 15	October 1
Spring	November 1	November 15

Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in; decisions on late applications will thus be the last to be made. After the absolute deadline no additional applications will be considered.

*The forms marked with an asterick above may be obtained from the Office of Off-Campus Programs, 101 Reid Hall, Lake Forest College, Lake Forest, Il 60045.

Cost of participating in a program includes:

Tuition at the regular Lake Forest College rate
Small student activity fee
Travel to and from the location of the program
In some cases an excursion fee for field trips
Lodging and meals
Books and incidentals, including individual travel

There are many overseas programs to which students may apply individually. The Office of Off-Campus Programs is building a *file of information* for interested students to consult. Eventually the office hopes to have enough knowledge of various programs to offer specific advice. The file is available now; students may read overseas program literature *in the office.* Or, they may consult the Director of Off-Campus Programs.
Also see ACM programs.

PLACEMENT IN FOREIGN LANGUAGE

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of interviews with the Foreign Language Department faculty. Subsequent placement tests may be required of some students. As a guide, students generally may assume that each year of secondary school study of a language should qualify them to by-pass one term of the study of that change to a language. If the appropriate level course is not available during the fall term, it will be offered during the winter or spring term.

RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript, for each student, on which are recorded the courses a student enrolled in, his grades, credits, etc.

PRE-REGISTRATION AND ROOM DRAW DEPOSIT

Each spring returning students enrolled in the College who have paid a $100 deposit pre-register for the next academic year. Pre-registration should be completed before the end of the spring term. Students who have pre-registrated by this date will be given first priority in classes for the coming year. After that date, students must register in the fall after all new students have registered.

For students who can provide evidence that they cannot arrange the $100 deposit, a "Statement of Intent" will be available. The "Statement of Intent" is a temporary substitute for the cash deposit. It is valid only until July 15. By that date, the cash deposit must be sent in. It will be necessary to cancel the pre-registration of any student who has signed a "Statement of Intent" but fails to make the pre-registration deposit by July 15.

The $100 pre-registration deposit is also required for students who wish to participate in spring room draw. The "Statement of Intent" may be used in appropriate circumstances, and the pre-registration cancellation provisions are also applicable to housing space selected in the spring.

Students receiving Financial Aid (including independent students) and whose expected parental contribution shown on the 1977-78 Award Certificate is $1000 or less may secure a "Statement of Intent" directly from the the Director of Financial Aid. Students whose parental expectation is greater than $1000 or who are not recipients of aid, but for whom extenuating circumstances preclude payment of the deposit by either their parents or themselves must apply to the Dean of Student Affairs for a "Statement of Intent." A request for "Statement of Intent" will be honored only rarely, and only after correspondence from parents and upon proof that the student has attempted to earn the deposit through part-time employment.

Any student making the pre-registration deposit who subsequently decides to withdraw from the College will have the deposit refunded in full if the Office of the Dean of Student Affairs is notified in writing prior to July 15, 1977. Any withdrawal or leave of absence requested after that date will result in a forfeiture of the deposit.

Any pre-registration that is cancelled will result in a $25 reinstatement fee being charged. It should be noted that this fee does not entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

New students plan a tentative course schedule during the summer preceding their entrance to the College. Registration is completed on designated registration days in September. Necessary changes in registration may be made on forms obtained in the Office of the Registrar. The original of this form must be signed by the student's advisor and may also require the approval of the Dean of the Faculty. The change is not official until the form is returned to the Registrar. A fee of $3 is charged for changes made after classes begin.

Withdrawal from a course is regarded as a change in registration and is handled in the same manner. Failure in the course will be recorded for those who do not comply with this regulation. Except in unusual circumstances and for reasons beyond control, a student may not withdraw from a course or register in a new course after the end of the first week of the term (three days for January and February courses).

Students who are degree candidates are expected to register for a full program of courses. In the case of extenuating circumstances, approval may be obtained in advance from the Dean of the Faculty for a reduced course load.

REQUIREMENTS FOR GRADUATION

A total of 32 courses is required for graduation. A minimum of 8 courses is required for each major (*a maximum of 15 is permitted*). Each major department may specify certain courses that must be included in the major. A listing of these specified courses is included in the registration folder. The student must satisfy the major requirements without exceeding the maximum number of courses allowed in the major.

RETAKING COURSES

Repetition of a course will not remove the original grade, but rather both grades will be recorded. A course in which a passing grade was received may not be repeated for additional credit. However, students do earn academic credit when the first grade was failing and the second grade is passing. Permission to retake a course must be approved by the student's advisor.

The college does not attempt to evaluate retaken course work. The evaluation is left to other institutions which the student may attend.

TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his College record. The Registrar's Office charges $1.00 for each additional official transcript requested. Students must clear financial obligations with the Business Office before transcripts will be released. Forms are available at the Registrar's Office for transcript requests. A period of a week should be allowed for filling the request. Official transcripts are released only upon authorization of individual students or alumni.

TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also courses at other accredited institutions which are in the Liberal Arts tradition, but do not have comparable conterparts at Lake Forest, may be granted credit. LFC students are requested to receive prior approval from the College before taking course work at other colleges. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

TUITION CHARGES (See College Bulletin)

WITHDRAWALS, LEAVES, AND TRANSFERS

To insure prompt release of transcripts, grades, etc., please pay careful attention to the following procedures:

OFFICE OF BUSINESS AND FINANCE

Ted Carlus—1st Floor North Hall

Business Manager

The Business Manager's Office is responsible for all internal accounting, budget, accounting for special funds, government grants, and much more.

CHECK CASHING—Cashier 1st Floor North Hall

Students can cash checks up to $20 and can also pay their bills at the cashier's window. A person may cash one personal check per day and the cashier cannot cash checks issued by the school regardless of amount. Also, students forfeit the right to cash their personal checks if two of their checks are returned. Many students pass time by reading the home-spun homilies attached to the cashier's window. Stamps and postcards may be purchased from the cashier.

PRINT SHOP

Bill Breining—Annex of College Hall

Manager

The Print Shop produces everything fit to print for campus consumption. Charges are posted. Supplies include poster boards and paper of various sizes and colors.

PURCHASING AND ACCOUNTS PAYABLE

North Hall

Accounts Payable handles all requisitions and payments for College expenditures. They also handle reimbursements for College expenses to faculty, staff, and students.

Purchasing handles all purchase orders for materials and supplies as requisitioned by the various departments and offices of the College.

SECURITY

Don Craft—Annex of College Hall

Security officials patrol the campus around the clock, examining buildings and grounds for fire hazards, unlocked doors, and prowlers.

The Director of the Security Office is responsible for traffic safety, vehicle registration, investigation of thefts, liaison with municipal police and fire departments, and documenting matters which are referred to the Office of Student Affairs and the Judicial Board. Students should report immediately any crime or suspicious occurrence to the security office.

PERSONNEL AND CONFERENCES

Peggy Savosik—North Hall 103

Director

BOOKSTORE

Hours: 8:00 - 4:00 Commons

The College Bookstore carries paperbacks, some art supplies, school supplies, textbooks, and newspapers. The Bookstore is self-service and

students may write checks for a maximum of five dollars above the cost of their order. Students must pay a dollar deposit on all special orders. Unaltered books may be returned for a full refund if the student has a drop slip and a receipt. The Bookstore will buy back a book for 50% of what the student paid for it, if the book is needed for the next term. Books may be sold at the end of each term. A wholesale price catalogue is available in the bookstore for price reference.

PHYSICAL PLANT

Al Zabor—Physical Plant Building

Director

The Physical Plant is responsible for operations and maintenance of campus buildings and grounds. The responsibilities include housekeeping, boiler plant, warehouse-receiving, groundskeeping, motor pool, trucking, and maintenance. Work operations include painting, electrical, plumbing, locks, and carpentry. The Housekeeping operations involve custodians and maids.

POST OFFICE

Annex of College Hall

The services of an official post office are available at this campus office.

OFFICE OF THE DEAN OF STUDENT AFFAIRS

David Byers, Dean — Basement of College Hall

Eric Riedel, Associate Dean

Harriet Croskey, Assistant to the Dean

Jane St. Pierre, Director of Student Activities

"How to enable students to make life at Lake Forest most productive and enjoyable . . . academically, socially, athletically ?"That is one of the questions the Deans of Student Affairs pose for themselves.

The Dean of Student Affairs office seeks to serve students, but the deans also expect and encourage student responsibility for the student's own productive growth. It is a team, cooperative effort between the students and the deans, or it is a useless and generally unhappy effort. So let everyone work together for the benefit of all.

Here is a listing of some of the areas of responsibility that the present dean's staff has undertaken for itself. The deans share among themselves some of these responsibilities and they depend upon students to do likewise. The list includes: International Students, Women's Studies, Campus Activities, Staff Training, Conduct and Discipline, In-House Advising, Student Loans, Black Students, College Council, College Life, Residential Life, Office Administration, General Counseling, Exit Interviews (Leaves of Absences, etc.)

OFFICE OF ADMISSIONS

Spike Gummere, Director

Dick Leighninger, Assistant Director

Sally Leighninger, Assistant Director

Ellen Syburg, Assistant Director

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Dick Leighninger, Assistant Director
Sally Leighninger, Assistant Director
Ellen Syburg, Assistant Director

Patterson Lodge

The Admissions staff at Lake Forest encourages the participation of students, faculty, and staff in the admissions process, since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and to help students plan for college. LFC students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

OFFICE OF THE REGISTRAR

Ruthane Bopp—2nd Floor North Hall

This office handles course registration, course information, and transcripts.

OFFICE OF FINANCIAL AID

Gordon White—2nd Floor North Hall

Director and Assistant to the President

The primary function of the Office of Financial Aid is to assist students in fulfilling their financial obligations to the College. The office handles campus employment with financial aid recipients receiving first consideration for job opportunities, although a number of students not on financial aid do participate in campus employment. Financial Awards are issued to students whose Parents' Confidential Statement indicate a need for assistance. The Office staff is available to all students for assistance in their financial planning for college.

COMPUTER SERVICES CENTER

David Cochran—Basement of College Hall

Director

Hours: 8:30 a.m.-12:00 noon 1:00 p.m.-5:00 p.m.

Monday through Friday except holidays

PHYSICAL EDUCATION AND ATHLETICS

Sports Center

The Physical Education department offers a wide variety of non-credit courses. The athletic program is designed to serve student needs and interests on four levels: varsity intercollegiate athletics, intramurals, physical educaton, and recreational activities.

CAREER COUNSELING AND PLACEMENT

Virginia Coplan, Co-director

Carole Wilk, Co-director

Basement of College Hall

The Office of Career Counseling and Placement seeks to help students discover and develop career objectives through, resource materials, interviews, and varied internships programs. The Office also assists students in job, graduate, and professional school placement. Students are encouraged to contact the office for more information on career planning resources,

on-campus recruitment, employment examinations, summer programs, and graduate school placement and testing. Students should also consult with faculty members on graduate school opportunities.

RESIDENCE STAFF SERVICES

Allan Ruter—Residence Hall Coordinator

Barbara Lewis—Freshmen Coordinator

Each residence hall has a Head Resident and one or more Resident Assistants who are responsible for the organization, administration and maintenance of the hall. Residence Staff members serve as information resources, program catalysts, Hall Council advisors, community rights supporters and peer counselors.

The Residence Hall Coordinator serves as Head Resident of Harlan Hall and provides administrative and consulting support to the residence staff on behalf of the Dean of Student Affairs Office.

The Freshmen Coordinator serves as Head Resident of Nollen Hall and is primarily responsible for the development of programs and services responsive to the special needs of Freshmen.

The Residence Staff are representatives of the Dean of Student Affairs Office.

SECTION III

JUDICIAL SYSTEM

The policy of the college is to impose as few rules as possible. But as in any community, certain rules and regulations are necessary for the orderly operation of the community and the welfare and protection of individuals in the community.

DRUG REGULATIONS

PREAMBLE

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee meeting during the fall of 1971 expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the college community from a wide variety of off-campus sources: addicts, drug dealers (better known as pushers), and even civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make college action in this area unnecessary. Particularly, it was expected that students would see that the dealer (pusher) in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

Concern was expressed about the possible use of "informers" to enforce the regulations. The College does not, and shall not, make use of persons, whether students, or not, specifically assigned to the task of discovering violations of these regulations in a covert role. Only if there is clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change the policy rests with the President, who will consult with the College Life Committee prior to his public decision.

DRUG REGULATIONS

(The College reminds each student of Federal and State laws concerning possessions, use, sale, or distribution of illegal drugs. Summaries of applicable State Laws are posted in the Dean of Student Affair's Office. Check the Revised Illinois State Statutes in Donnelley Library.)

1. The public use of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.

2. Sale or distribution of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalites for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine crystal, shall be grounds for immediate expulsion from College. (Hallucinognes of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.

3. In recognition of the College's special responsibility to the wider community, the sale or or distribution of any illegal drug to anyone outside the college community shall result in immediate expulsion from College.

4. A student whose drug use threatens severe personal, psychological or physical harm, substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the students may exercise the right of appeal through established college procedures.

5. Being under the influence of drugs shall in no way be considered an excuse for disorderly or disruptive conduct which shall be subject to the usual disciplinary sanctions.

ALCOHOLIC BEVERAGE REGULATIONS

City laws regarding alcoholic beverages are available in the Dean of Student Affair's Office. Under Illinois State Law, persons between the ages of 19 and 21 are allowed to purchase beer and wine beverages. Persons 21 years of age or older are allowed to purchase any type of alcoholic beverage.

1. Possession or consumption of alcoholic beverages is prohibited in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink. The only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of Student Affairs or by another appropriate administrative officer.

2. The College reserves the right to regulate consumption of alcoholic beverages at public functions.

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2. The College reserves the right to regulate consumption of alcoholic beverages at public functions.

3. Being under the influence of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct which shall be subject to the usual disciplinary sanctions, as defined in the College Handbook.

4. The college allows the drinking of alcoholic beverages only in the individual rooms and lounges of residence halls and within the college Pub.

5. The College Pub is licensed by the City of Lake Forest and is under compliance with state laws regarding the sale of alcoholic beverages.

REVISED JUDICIAL SYSTEM

FOREWORD

The purpose of this constitution is to establish a judicial system appropriate for the Lake Forest College Community, for handling infraction of college regulations in as simple a way as seems consistent with the rights of all parties.

A brief overview of the judicial system follows. When a violation of college regulations is noted, all members of the college community are responsible for reporting the facts to a member of the Committee on Dispositions. That committee will review the known facts and decide on appropriate action. It may advise the complainant that no further action is possible; it may advise him or her to seek the assistance of the civil authorities; it may record the conduct as a matter or record and informally warn the student; it may refer the case to the President of the College; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions will notify the Conduct Board. The Conduct Board, composed of five students and two faculty members, is designed to hear the cases. The Conduct Board may assign any authorized penalty including expulsion and suspension. The procedures of the Conduct Board are flexible and can be adapted to different situations.

Because of the seriousness of expulsion and suspension, these decisions are recommendations to the President of the College. The President retains each and every privilege of executive authority, including the power to suspend temporarily a student from the college pending a final determination of a case by college or civil authorities when he believes that the presence of that student on the campus constitutes a threat to the safety and/or well being of the college community or any of its members.

Constitution of Judicial Procedures

I. PREAMBLE

This judicial constitution is established to provide just procedures in cases of alleged violations of college regulations by Lake Forest College students. These procedures implement Lake Forest College's disciplinary

authority and should be distinguished from public law enforcement, which is the province of local, state and federal authorities. If alleged acts are violations of both public law and college regulation, this constitution neither requires nor precludes college jurisdiction.

Lake Forest College's judicial authority, originating in the Trustees and the President of the College, has been delegated to the College Life Committee. This Constitution derives its authority from the President of the College and changes in the Constitution must be approved by the College Life Committee, the College Council, and the President of the College.

II. STRUCTURE OF JUDICIAL GROUPS

The judicial procedures described in this constitution depend upon the operations of two different groups:

A. The Committee on Dispositions, composed of the Dean of Student Affairs as chairman, a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College, and a student selected by the executive committee of student government and approved by the President of the College.

B. The Conduct Board, composed of five students, and two faculty members. The students shall be nominated by the executive committee of student government. Before the names are submitted to the President of the College for final approval, they should be posted for one week during which students will be urged to examine the list and make any objections known to the executive committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The entire board (including alternates) shall elect a student chairman.

III. JURISDICTION

The College Life Committee's action establishing judicial procedures with jurisdiction over certain actions of Lake Forest student rests on the committee's concern with the quality of life at Lake Forest and its belief that activities outside the classroom directly affect the intellectual tone of the campus and the students' capabilities for learning. The educational goals of the college can be met only when the intellectual growth of students is accompanied by maturity and responsibility. Each student, in fact, shares the responsibility for the development and maintenance of standards which contribute to the welfare of the entire Lake Forest College community.

A. Subject Matter Jurisdiction:

Original jurisdiction over all individual or group violation of college regulations approved by the College Life Committee, which govern the behavior of students. These regulations are listed below:

1. Violence: Physical abuse of any person, or conduct which threatens or endangers the health or safety of any person, will be cause for immediate suspension from the college.

2. Campus Disorders: Participation in actions which disrupt the legitimate activities of the campus will be cause for immediate suspension form the College; such actions include the obstruction or disruption of teaching, research, administration, judicial procedures, as well as behavior which interferes in any way with the free speech of any person or the rights of access to college facilities for any member of the college community.

3. Theft of or intentional damage to property of the College, or any member of the community. (Accidental damage cases will be handled administratively.)

4. Unauthorized entry to or use of College facilities.

5. Forgery, alteration, or misuse of College documents, records or identification.

6. Knowingly furnishing false information to College officials.

7. Violation of College regulations pertaining to alcohol, narcotics or (illegal) drugs; possession, distribution.

8. Violation of laws or College regulations pertaining to firearms, incendiaries, explosives, or other dangerous items.

9. Failure to comply with direction of College officials acting appropriately in the performance of their duties; refusal to present a college identification card to any official of the College.

10. Perjury. Perjury is defined as false witness before the Conduct Board. By action of the faculty, cases of academic dishonesty are under the jurisdiction of the Academic Appeals Board.

B. Student on Leaves:

Lake Forest students on leaves of absences may lose their rights to return to the the college by action of the Conduct Board (upon recommendation to the President) after a hearing concerning an alleged violation of a college regulation. In such a case, this sanction is to be considered equivalent to expulsion of a student enrolled in the college.

C. Deferral of Cases:

The Conduct Board shall decide whether any case arising during the last week of classes or later in any semester or during the summer sessions can be handled promptly by regular judicial procedures or can be fairly deferred until the next semester. If the Conduct Board declines or is unable to hear the case because of the above difficulties the case shall immediately come under the jurisdiction of the College Council. That group shall act to establish a hearing board or shall conduct its own hearing under procedures which provide the student the same afforded by Conduct Board procedures.

D. Ambiguities:

Ambiguities in this constitution shall be interpreted and resolved by the Dean of Student Affairs. The Conduct Board is then authorized to operate on the basis of that interpretation. The Dean must submit all interpretations to the next meeting of the College Life Committee and the College Council for confirmation. These groups, with the President of the College, are also authorized to clarify the ambiguity by amendment.

E. The President's Jurisdiction:

Penalties of suspension and expulsion are recommendation to the President of the College who alone has the power to suspend or expel a student. In all penalties the President retains the dircretion of executive privilege including the power to pardon and grant clemency.

The President retains each and every privilege of executive authority including the power to suspend temporarily a student from the college pending action of civil or college authorities if his or her behavior or the behavior he or she is accused of indicates a threat to the safety and well-being of the college community or any member of the community.

IV. COMPLAINTS

Any person (or persons) who has a complaint which might lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. It is the function of this committee to decide how the investigative as well as judicial aspects of the complaint should be handled.

The complaint must be of sufficient specificity that the Committee on Dispositions can make an intelligent decision as to the competence of the

school to handle the situation. The committee may decline to act until the specificity is provided.

The person cited in the complaint shall be called the respondent.

V. COMMITTEE ON DISPOSITIONS

The purpose of the Committee on Disposition is to hear complaints as soon as possible and to decide upon subsequent action. The committee will meet at least once a week, at which time they will consider all of the cases brought to the attention of any of them. The committee may also require any of the college personnel involved in discipline violations of the college's regulation. These persons involved include but are not limited to: The Deans, Head Residents and Resident Assistants, as well as the judicial groups from the various living and purpose unity. This information may in turn be requested from the Committee on Dispostions by the Conduct Board or the President.

Once a member of the community reports a set of facts to the Committee on Dispositions, it is the responsibility of that committee to advise all parties of their rights and courses of actions open to them. Any student will be advised of his or her right to seek the assistance of the local police. If the complainant does enlist the aid of the local authorities, the Committee on Dispostions will also seek to aid the respondent to insure that his or her rights are also protected. Once the complainant reports an alleged offense, he or she then becomes a witness to the facts when the case is brought to a hearing.

Persons may be invited to this committee's meetings at the discretion of the Dean as long as the principle of speed in dealing with the cases is preserved.

The Committee on Dispositions may appoint a Community Representative for each case likely to be heard by the Conduct Board. If the Committee on Dispositions decides that there is not potential witness or sufficient evidence to warrant pursuing the case thay shall inform the complainant. Also, the Committee on Dispositions may refer a case to the President for administrative action, and it may record the conduct as a matter of record and informally warn the student. At its discretion, the Committee on Dispositions may also bring cases itself and serve as the Community Representative.

The Committee on Dispositions may replace a Community Representative who withdraws from an investigation or who believes the case is not worth investigating, when that belief if contrary to the belief of the committee.

VI. THE CONDUCT BOARD

The student members of the Conduct Board and an alternate are nominated by the Executive Committee of Student Government; the faculty members and an alternate are nominated by the Executive Committee of Student Government; the faculty members as an alternate are nominated by the Faculty Personnel Policies Committee. All appointments are subject to the approval of the President of the College.

The chairman of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

A quorum is constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board, but they may not vote or participate in the case unless they are serving to replace a regular member. A member of the office of the Dean of Student Affairs shall also attend meetings as an observer and may participate in the case.

At least four members of the Conduct Board must vote to convict for a student to be found guilty. All other decisions are by majority vote.

A member may petition the Chairman of the Conduct Board (or the Advisor if the Chairman is the member involved) to be disqualified on grounds of possible prejudice. The Chairman (or the Advisor) then rules on the request.

The board shall consider whether the complaint refers to regulation and persons over which the Conduct Board has jurisdiction. It shall decide if the alleged facts warrant further investigation.

The standard of proof for a finding of guilt must be reasonable doubt. The members of the board must be convinced of the guilt of the respondent beyond a reasonable doubt. There can be no case unless there is a witness who will appear before the Conduct Board.

Penalties are assessed by the Conduct Board for violations of college regulations. A civil suit by one individual against another must be taken to the civil authorities.

THE COMMUNITY REPRESENTATIVE

For each case the Committee on Dispositions may select a Community Representative or serve in that capacity itself. Usually, one of the faculty members of the College will be asked to fill this role. The Community Representative's responsibility is to present the facts which surround the charges against the respondent. The Community Representative or the Committee on Dispositions is to study each case carefully in advance of

the hearing, conducting an investigation during which he or she shall attempt to elicit all of the facts of the case from all sources. The Community Representative or the Committee on Dispositions shall seek to obtain all available evidence whether it tends to show guilt or innocence and shall present it in a conscientious and fair manner. He or she should attempt to develop the hearing so that the Conduct Board can hear and evaluate all of the relevant testimony. If a Community Representative finds no basis for determining the complaint, he or she shall so inform the Committee on Dispositions.

The maximum penalties available to the Conduct Board are those of expulsion and suspension.

VII. THE HEARING

The chairman shall recommend procedural guidelines before a hearing, subject to a majority vote of the Conduct Board.

The respondent is entitled to one preemptory challenge. In cases where there are more than one respondent there can be only one preemptory challenge. An alternate will replace any Conduct Board member so removed.

The Conduct Board Advisor

The Conduct Board shall have an advisor, this person being a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College to serve a one year term. Any member of the Conduct Board may seek the counsel of the advisor.

The hearing is closed to all except those conducting it, the alternates, the respondent, the advisor, Community Representative, or the Committee on Dispositions, and respondents, counsel. A member of the office of the Dean of Student Affairs shall attend meetings as an observer. The hearing is informal and procedures are flexible. A tape must be made during the hearing, which will be kept nine months after the final appeal. Respondents have the right to make a tape of their own trials in addition to the official tape which is made. The respondent shall be informed in advance in writing, of the charge which is being considered. He or she need not admit guilt nor incriminate himself or herself.

Counsel for Respondent

Each respondent has a right to have one counsel present at the hearing. The counsel must be a member of Lake Forest College, either a currently-enrolled student or a member of the faculty or administration. The respondent should inform the chairman or Community

Representative of his or her intention to have an advisor present. Counsel may ask questions and be heard on behalf of the respondent.

Subpoena Power

The chairman of the Conduct Board shall have the power to summon the presence of Administration, Staff, Faculty, and students of Lake Forest College. He or she may request the attendance of other persons. Upon reasonable notice to the chairman, the respondent and the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of documents.

If a student does not appear when given a summons, the Conduct Board may impose a sanction up to and including probation. For faculty members and administrators who do not appear, action up to letters of censure may be recommended.

Presentation of Evidence

If the respondent enters a plea of not guilty, the Community Representative or the Committee on Dispositions shall present the relevant evidence surrounding the charge. On the conclusion of the presentation by the Community Representative or the Committee on Dispositions, the respondent or his or her advisor may speak in his or her behalf and request that additional evidence in his or her defense be introduced by the Community Representative or the Committee on Dispositons, or they may themselves introduce evidence.

Formal rules of evidence shall not be applicable, but evidence must conform to basic standard of fairness. The chairman, after objection on his or her own motion, shall exclude evidence which does not meet such standards. The chairman shall rule on the admissibility of evidence which should be limited to:

a. Facts pertinent to the charge.

b. Applicability of regulation on which charge is based to the facts of the case.

c. Circumstances or attitudes which might affect the severity of any penalty imposed.

Witnesses

All witnesses before the Conduct Board may be questioned by the Community Representative or the Committee on Dispositons, the respondent and his or her counsel, and members of the Conduct Board.

The Conduct Board may recess at any time upon the order of the chairman to provide for gathering additional evidence.

Basis of Conduct Board Decision

All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board by the chairman until after the decision as to guilt has been made. This record may be used only in assigning a penalty.

Restitution

It is expected that the Conduct Board will consider Restitution an integral part of any decision penalty when the damage is repairable, or replaceable, or where compensation is possible and appropriate.

Penalties

In assigning penalties, The Conduct Board shall consider the kind of violation, the respondent's previous conduct and the circumstances under which the offense was committed.

The penalties available to the Conduct Board are:

EXPULSION: (recommendation to the President)

SUSPENSION: ranging in length from at least one academic term to two academic years. (recommendation to the President)

SEVERE WARNING: This penalty states that the student is reprimanded for his or her violation and is warned that if he or she is ever (or for a specified period of time) convicted of violating a college regulation again suspension will be automatic as the least possible penalty. The Conduct Board may decide if it wishes to state the suspension period applicable to the second offense.

JUDICIAL WARNING: This penalty carries with it the same provisions as the severe warning system but does not include exclusion from participation in extra-curricular activities.

FINES: The fine is a punitive charge imposed by the Conduct Board. Fines may be assessed up to a maximum of $50.00 payable to the college's general operating budget.

Whether the student will pay the stated punitive amount or a lesser sum which he or she can afford will be worked out by the office of the Dean of Student Affairs.

Report of Case

The chairman shall inform the respondent of the results of the hearing. He or she shall also prepare a summary in the Conduct Board record book with a copy to the Dean of Student Affairs. This report should include, not only the verdict, but the elements on which the decision is based. The President may at any time request a report of any case referred to the Conduct Board.

VIII. GENERAL OPERATING PROCEDURES OF THE CONDUCT BOARD

A. Change in Procedure of Conduct Board

A majority of those present at a meeting of the entire Conduct Board is required to adopt general procedures or to overrule the chairman. Such procedures may not be contradictory to this Constitution.

B. Selection of members to the Conduct Board

The Executive Committee of Student Government and the Faculty Personnel Policies Committee shall take into account in the appointments the need to appoint a group providing broad representation of the various groups within the student body. This representation includes substantial participation by minorities who may suffer injustice at the hands of an unsympathetic or hostile or indifferent majority.

C. Term of Office

Normally, the new Conduct Board will take office in the fall following their appointment in the 9th week of the spring semester. After the new appointments are made, the chairman of the Conduct Board, under pressing circumstances, may call upon new members as substitutes.

Discussion of the Cases

A non-member requesting information regarding a Conduct Board hearing shall be informed by the chairman of the type of cases considered and the penalties given. However, at no time should the chairman or any member of the Conduct Board reveal the names of the respondents or other evidence and facts which might serve to identify the respondents.

Conduct Board members shall at no time discuss cases outside the Conduct Board hearing.

The respondent, complainant and witnesses are under the same obligation as the members of the Conduct Board to refrain from discussion of case with persons other than members of the Conduct Board.

If it is discovered that either the respondent or the complainant has acted irresponsibly in discussing the case with persons not directly involved, it shall not affect the conduct of the hearing. But that person shall be subject to the sanctions of the Conduct Board at another hearing.

Report to the College Life Committee

After consultation with the Conduct Board, the chairman shall submit to the College Life Committee and College Council, in the spring, an annual report of the judiciary's activities, including a summary of the violations and penalties assigned during the year and recommendations.

The chairman shall also submit this information to the College newspaper.

SUMMARY OF RIGHTS OF THE RESPONDENT

1. Right to obtain advice and limited aid from the Committee on Disposition in cases where Complainant is advised to seek assistance from the local police.

2. Right to see a written charge against him or her prior to the hearing.

3. Right to present motions requesting prevention, revision or review of procedure to the Conduct Board concerning any aspect of the case the respondent is dissatisfied with.

4. Right to testify and present evidence, and to present a reasonable number of witnesses in his behalf. He or she may refrain from self-incrimination; he or she shall have an opportunity to hear and question adverse witnesses and may demand the appearance of the person reporting the violation. In no case shall the Conduct Board consider statements against him or her unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

5. Right to request the Conduct Board to conduct open hearing (subject to the rights of witnesses to closed testimony).

6. Right to an advisor to be present at all times the respondent is before the Conduct Board.

7. All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the preceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board until after the decision as to guilt has been made. This record may be used only in assigning a penalty.

8. Right to tape their own trials in addition to the official tape which is made.

ADMINISTRATIVE WARNING SYSTEM

With the approval of the College Council and the summer College Life Committee, the administration has instituted the following warning system to deal with cases of noise and vandalism anywhere on campus. Our purpose is to protect the majority from the misbehavior of a few other students.

1. A warning may be given by a Head Resident, R.A. or security officer and officer of the College. A security officer should make every attempt to locate the Head Resident or an R.A. before giving the warning.
2. A warning is given in cases of noise and/or vandalism.
3. Warnings are cumulative over the period of one academic year.
4. Procedures after each warning are as follows:

FIRST WARNING: Written notification of warning is given at the time of the incident. The "warnee" is told that he or she must report to the Dean of Student Affairs Office the next working day. The Dean then reviews the warning to determine whether or not it is valid. He may consult the warning officer, the warnee, etc., in an informal manner. If he finds the warning to be valid, it is recorded with copies sent to all appropriate parties, including the warnee's academic advisor. Should a student contest the validity of a warning, that plus any supportive evidence he has should also be part of the record.

SECOND WARNING: Same as above, but a letter is also sent to the warnee's parents, after the warnee has been notified of the Dean's intention to send such a letter.

THIRD WARNING: After following all the above procedures, the warnee is then suspended from the campus housing system for the remainder of that academic term and for the next two subsequent terms, not including the summer term. No refund will be given for the paid housing fee.

Students who are already living off campus at the time of the receipt of their third warning will be fined by the Dean's office.

5. Appeals Procedures: After the third warning has been validated by the Dean, the student may submit an appeal to the Conduct Board. This appeal must be submitted in writing within 24 hours after the warning has been recorded. The College Life Committee must then meet within two working days to decide whether or not they will hear the appeal. The CLC shall decide to hear the appeal only if there is prima facie evidence of real injustice. If the CLC decides not to hear the appeal, the warning remains on record. After hearing the appeal, the CLC's decision will be voiced in the form of a recommendation to the President.

"Students who are placed on academic probation or who receive a severe warning, or three valid administrative warnings are ineligible for participation on any inter-collegiate teams or in any office specifically included in the college in governance system. Nor may such students represent the college in off-campus official positions. The restrictions apply for the term of probation or of the severe warning, or the calendar term of the third administrative warning and the following term."

"Students who receive a severe warning are ineligible for participation on inter-collegiate teams or for any office in the college governance system. Nor may such students represent the college off campus in offical positions. The restrictions apply for the term of the severe warning."

Cases of a third administrative warning should be referred to the Committee on Dispositions which can recommend that the case be sent to the Conduct Board for further action, beyond the penalties automatically provided."

"Any student on academic probation is required to consult with his or her faculty advisor and the Dean of the Faculty to determine whether or not participation in extra-curricular activities is advisable."

SECTION IV
LAKE FOREST COLLEGE GOVERNANCE
INTRODUCTION

The Committee on College Governance was appointed by President Hotchkiss in June, 1976; student members were appointed after a preliminary slate was selected by Student Government and faculty members were chosen in consultation with the General Policies Committee of the faculty.

Beginning in September, the Committee has met regularly, at least once per week, and recently twice a week. It devoted considerable time to a study of governance of Lake Forest College. In accordance with his study, the Committee established the following aims:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communications at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of student, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establsih clarity of authority, responsibility, jurisdiction and their accountability.

Working from the present structure of governance while striving to make it more nearly conform to these principles, the Committee has unanimously recommended the adoption of the attached proposal.

William Martin
Michael Melver
Michael Monahan
John Nelson
Friedhelm Radandt
Ben Ryan
Arthur Zilversmit

SECTION I

Lake Forest College does not discriminate against persons because of race, color, sex, religious or national or ethnic origin in its educational programs , activities or employment.

Student Grievances

Statement

No person in the United States shall, on the basis of sex, race, color, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any eduation program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination and requires each educational institution covered by it to adopt and publish (Section 86.8 (b)) grievance procedures.

At Lake Forest College in light of already existing grievance procedures, persons alleging discrimination should employ the following procedures:

1. Present the alleged grievance to the Dean of Student Affairs or designee who will hold an informal discussion of the matter with persons involved.
2. In the absence of agreement (step one), present the alleged grievance, in writing, to the Hearing Committee (Dean of the Faculty, Dean of Student Affairs or designee, and Director of Personnel) within 10 working days of the informal discussion.
3. In the absence of agreement (step two), present the alleged grievance to the Conduct Board for resolution within 10 working days.

The Conduct Board shall make a prompt, written recommendation to the President for final disposition.

It should be noted that there shall be no reprisal against any employee for filing a grievance or for utilizing the Grievance Procedure.

A. COLLEGE COUNCIL

1. Duties:
   a. Advises the President.
   b. Considers problems and concerns brought to the committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of college governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, educational research and resources, or student life, these recommendations must be referred to the appropriate committee for further study, reports, or recommendations.
   c. Advises the President on budget priorities for the College.
   d. Supervises and promotes the effective operation of all organs of college governance and acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including student government) has exceeded, violated, or not fulfilled its constitutional role.

2. Composition:
   a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms. The fourth faculty member, who will serve a one-year term, will be nominated each year from the division which is nominating a member to a three-year term. The entire faculty will elect these two members from a slate of three candidates nominated by the division. The candidate with the most votes will serve the three-year term, and the candidate with the second most votes will serve the one-year term.
   b. The President of Student Government.
   c. Three students to be elected by the student body at large. Nominations as follows: the Faculty Personnel Policies Committee and the Executive Committee of the Student Government will hold a common meeting ten weeks before the end of the academic year, at which time they will constitute a nominating committee. By a two-thirds majority they will nominate a minimum of three, and no more than six students, for election to the College Council.

      Students may also have their names placed on the ballot by presenting to the Dean of Student Affairs no later than one week before the election a petition signed by at least fifty students. No student may sign more petitions than there are vacancies for student members at large of the College Council. The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government. The election of students to the College Council will take place two weeks prior to the general student election in the Spring.

   d. The President who serves as Chairman.
   e. The administrative officer who assumes the role of Acting President when the the President is unavailable.

3. Procedures:

   The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairman.

   The College Council shall elect a secretary from among its members.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.
   c. Advises the President on faculty appointments.
   d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall whenever possible maintain effective continuity in committee appointments.
f. Nominates faculty members for election to the College Life Committee. Recommends faculty members as representatives to trustee committees. In making these recommendations the FPPC should choose representatives whose role in College Governance Committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
g. Advises the President on the appointment or re-appointment of department chairmen. Each department chairmanship shall be reviewed by the Committee at least every three years.
h. Advises the President on specific applications for leaves.

2. Composition:
a. The Dean of the Faculty.
b. Six faculty members to be elected as follows:
(i) Promotion and Tenure Sub-Committee: three full professors on tenure (ordinarily one to be elected each year) to serve three-year terms. Nomination and election by the faculty at large. These members will not be eligible for re-election to the Promotion and Tenure Sub-Committee for three years. (The Dean of the Faculty is a member of the Promotion and Tenure Sub-Committee.) In no case shall two members of the same department serve on the Promotion and Tenure Sub-Committee.
(ii) The remaining positions on the Committee (ordinarily one to be filled each year): any full-time member of the faculty shall be eligible. Nomination and election to three-year terms by the faculty at large.
(iii) The Committee shall elect its own chairman.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS
1. Duties:
Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
2. Composition:
a. Dean of the Faculty.
b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).
c. Two elected students.
d. The Faculty Personnel Policies shall recommend to the President which member of the Committee shall serve as its chairman.

3. Procedures:
a. The Committee shall prepare a master plan, setting forth its views of the College's academic goals and the ways and means of achieving them, projecting current trends into the future, and delineating the College's direction for the next five years. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the college, the appropriate personnel for extended periods of time, i.e., students, alumni, administrative officers and other faculty members.
c. It is expected that a supporting grant will enable the three faculty members of each Long–range Planning Committee to participate in the work of this committee during at least one summer.
d. The Committee shall present a formal annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

SECTION II

A. ACADEMIC ADVISORY COMMITTEE
1. Duties: Advise departments and major committees on curriculum, appointments, and departmental activities.

2. Composition:
Three majors, elected at a meeting of all majors who then select their own chairperson. It is the responsibility of the Dean of the Faculty to call such elections no later than ten weeks before the end of the academic year and to maintain in his office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g. Religion, Education, and the College Scholar Program) three students shall be elected at a meeting of all students taking courses in these departments or participating in these program.

3. Procedures:
Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee. (In addition to the Department Chairman's letter on these matters to the Faculty Personnel Policies Committee and/or the Academic Policies Committee, any member of the Academic Policies Committee, any member of the Academic

Advisory Committee, Interdisciplinary Committee, or of the department's staff may submit a letter expressing his own point of view.) A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year. It is the responsibility of the Dean of the Faculty to oversee and to promote the activities of all the Advisory Committees.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:

a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of the Faculty some discretionary authority in interpreting these rules. The Dean of the Faculty is required to inform the Committee regularly of his interpretation of academic policy in specific cases.

b. Evaluates curricular recommendations made by departments and interdisciplinary committees.

c. Advises the President on the distribution of faculty within the College.

d. Establishes methods for regular student evaluation of courses.

e. Establishes and reviews policies on admissions and financial aid.

f. Clarifies the intent of academic policies at the request of the Academic Appeals Board and reviews the desirability or necessity for changes in the academic rules in light of the actions taken by the Appeals Board and the Dean of the Faculty. At least two times per year the committee must consult with the Director of Athletics and the Librarian in order to coordinate their programs and interests with the other aspects of the academic program.

2. Composition:

a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).

b. Three students elected as follows: At a meeting of the Academic Advisory Committees at the divisional level three candidates shall be nominated by each division. (Advisory Committees for interdisciplinary majors may choose which division they wish to call divisional meetings of the Academic Advisory Committees no later than nine weeks before the end of the academic year for the purpose of nominating student candidates for the Academic Policies Committee. Candidates will then be elected at a general college-wide student election, no later than the seventh week before the end of the academic year, each full-time student voting for one candidate in each division.

c. The Dean of the Faculty.

d. Separate chairman and secretary elected by each committee.

3. Procedures:

a. Recommendations for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such decision places the matter on the agenda of the Academic Policies Committee for discussion and action.

b. When appropriate, the Directors of Admissions and Financial Aid should be asked to to meet with the Committee.

c. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:

a. Rules on cases in which students appeal to the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The board must report a summary of its actions to the faculty once each term. These decisions may be appealed to the faculty at the initiative of the student.

d. Reports in detail to the Academic Policies Committee at least once per term.

e. Hears appeals from students regarding an instructor's judgment and/or penalty in cases of alleged violation of college policy on academic honesty.

2. Composition:

a. Three faculty members, appointed by the President, on the recommendations of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairman. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar are non-voting members. The Registrar serves as secretary of the Committee.

c. The Dean of Student Affairs shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

d. Three voting student members selected by student government to serve on an annual basis will serve on the board in cases of appeals of alleged violations of College policy on academic honesty.

3. Procedures:
   a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of grounds for its desision.
   c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.
   d. When a student feels that an instructor's judgment and/or penalty in a case of an alleged violation of college policy on academic honesty is inappropriate, the student may submit a written appeal to the Academic Appeals Board outlining his reasons for considering the instructor's ruling unjust.

The Academic Appeals Board augmented by three voting members selected by Student Government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of Student Affairs, and departmental Academic Advisory Committee. After hearing all available evidence in tbe case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgment of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgment of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.

D. EDUCATIONAL AND RESEARCH RESOURCES COMMITTEE

1. Duties:
   a. Considers and recommends policies for the library, bookstore, computer center, audio-visual aids, and similar resources.
   b. The Committee shall act as coordinator for these aspects of the College.
   c. Recommends policy to the administrator directing each resource, the Dean of the Faculty, or the College Council.

2. Composition:
   a. The Director of the Library.
   b. The Dean of the Faculty.

   c. Four faculty members appointed by the President on the recommendation of the Faculty Personnel Policies Committee. Divsional respresentation should be maintained in the selection of faculty members to serve on this committee. Faculty members are appointed for one-year terms.
   d. Two students appointed by the President of Student Government on the recommendation of the Executive Committee of Student Government which will receive written applications for these positions.
   e. The Faculty Personnel Policies Committee shall also recommend to the President which member of the Committee shall serve as chairman.

3. Procedures:
   When appropriate the Committee shall ask the Driector of the Computer Center, the Manager of the Bookstore, or other college personnel to meet with it. The Committee shall issue frequent reports to faculty and students and at least once a year submit a detailed written report.

The ERRC shall not subdivide into permanent or semi-permanent sub-committees.

SECTION III

A. COLLEGE LIFE COMMITTEE

1. Duties:
   Considers and recommends policies on health, food, housing, psychological services, career planning, athletic programs, and athletic and recreational facilities.

2. Composition:
   a. The Vice President of Student Government.
   b. Three students to be elected by the student body at large as follows: the outgoing College Life Committee will prepare a slate of not less than four and not more than six candidates for the three vacancies. Students will also be able to place their names on the ballot by presenting to the Dean of Student Affairs no later than one week before the election a petition signed by at least fifty full-time students. No student may sign more petitions than there are vacancies for student members on the College Life Committee. The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.
   c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election

held no later than seven weeks before the end of the academic year. Ordinarily only one position will be vacant each year.

d. The Dean of Student Affairs (or a permanent representative from his office, appointed by the Dean of Student Affairs). He shall also attend all meetings of the Student Assembly.

3. Procedures:
   a. The Committee shall elect one of its student members as chairman.
   b. Decisions of the College Life Committee are subject to veto by a majority vote of the entire membership of the Student Assembly.
   c. Decisions of the Committee are also subject to veto by a majority of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular decision objected to (vacation days and final examination periods are not counted). The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.
   d. The Committee shall designate one of its members as its spokesman at Student Assembly meetings.
   e. All decisions of the Committee are in the form of recommendations to the President.
   f. A faculty member, appointed by the FPPC as faculty athletic representative, and the College Athletic Director shall serve as a committee on athletics. They shall meet with the College Life Committee whenever athletic policies are discussed and shall be entitled to vote on those issues.

B. CO-CURRICULUM COMMITTEE

1. Duties:
   a. Develops a philosophy for co-curricular life that is consistent with the needs and interests of the Lake Forest College Community.
   b. Plans and coordinates campus activities and events and examines Student Government and other allocations made in light of changing community needs.
   c. Implements the philosophy by recommending and assisting in the development of a master calendar of events (e.g. themes, weekend, and other appropriate activities).
   d. Encourages the development of campus organizations in furtherance of the Lake Forest College co-curricular philosophy.
   e. Reviews and assesses progress of campus groups in achieving their objectives and offers advice.

   f. Serves as a hearing board for issues (e.g. scheduling conflicts) involving campus activities.
   g. Gives its concern annually to identifying potential sources for support for student activities and advises groups as to these sources.

2. Composition:
   a. Five students appointed by the Executive Committee of Student Government after
      1) solicitation of applications by the Student Government, and
      2) recommendations from the Co-Curriculum Committee, and
      3) giving special consideration to groups largely involved in co-curricular activities.
   b. Two faculty members appointed by the President upon recommendation of the Faculty Personnel Policies Committee to one year terms.
   c. The Dean of Student Affairs appointee responsible for campus cultural life shall be a member of the Co-Curriculum Committee.
   d. One additional member from and elected by the Executive Committee of Student Government shall be a member of the Co-Curriculum Committee.
   e. The Dean of Student Affairs (or a permanent representative from that Office, appointed by the Dean of Student Affairs).

3. Organization:
   a. The Dean of Student Affairs representative shall serve as assistant chairperson for purposes of providing continuity and convening the committee no later than the second week of the fall term.
   b. The chairperson shall be elected from the membership by the members of the Co-Curriculum Committee.
   c. The Co-Curriculum Committee shall be selected during the eighth week of the spring term.
   d. The committee shall invite representatives from other campus organizations to meet with it.

SECTION IV

Student Government

I. It is expected that Student Government will have at least the two following governing bodies: a Student Assembly and an Executive Committee.

A. STUDENT ASSEMBLY

1. Duties:
   a. Meets at least once a month and shall review the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.
   b. The Assembly shall elect three of its members to serve on the Executive Committee.

2. Composition: The delegates shall be elected by the student body representing the various housing units as well as the non-resident students.

B. EXECUTIVE COMMITTEE

1. Duties:
   a. Administers the affairs of Student Government
   b. Allocates student budget.
   c. Sends a representative (from its membership) to the College Council.
   d. Sends a representative (from its membership) to the Co-Curriculum Committee.
   e. Recommends two students to serve on the Educational and Research Resources Committee.
   f. Recommends students as representatives to trustee committees. In making these recommendations the Executive Committee should choose representatives whose role in college governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

2. Composition:
   a. The President of Student Government.
   b. The Secretary of Student Government.
   c. The Treasurer of Student Government.
   d. Three representatives from the Student Assembly.

II. Should a situation arise when the College Council determines that no student government exists, it shall be the duty of the Dean of Student Affairs to see to it that a student government is formed through elections.

SECTION V

Communication

I. Committee secretaries must send copies of all their minutes and reports to the office of the Dean of Student Affairs, with the exception of the Academic Appeals Board which will submit a written summary report at the end of each term.
Note: Where appropriate or feasible, administrative officers may be asked to serve as secretaries to committees.

II. 1. The office of the Dean of Student Affairs shall duplicate and distribute all minutes and reports to the President, the faculty, the Dean of the Faculty, the Office of Information Services, the student newspaper, and the secretary of Student Government.
2. The Office of the Dean of Student Affairs and the Library shall keep complete files of all committee minutes. These files shall be available for consultation to any member of the college community.
3. The Dean of Student Affairs shall issue a weekly abstract of the minutes of all organs of college governance for publication for the college community.
4. The Dean of Student Affairs shall be responsible for insuring that all minutes filed in his office are comprehensive and prepared in the proper format. If a committee secretary fails to provide comprehensive minutes, the Dean shall inform the College Council which shall act on the matter.

III. A section in the student newspaper may be published as needed by the Office in Information Services at the expense of the College to announce:
   a. Committee and student government meetings, agendas, reports, and decisions.
   b. Campus Events.
   c. Statements by the President and other administrative officials.

IV. a. The Dean of Student Affairs shall post the minutes and reports of all committees on an official bulletin board located in Commons.
   b. The Dean of Student Affairs shall publish an election calendar, giving deadlines for submitting nominating petitions when required for elective offices.

V. All committees shall report early in the academic year to the faculty and the students the major thrust of their agenda for the year.

VI. All faculty or joint student-faculty committees must report regularly at faculty meetings. (The Long-Range Planning Committee is exempted from this responsibility.)

VII. All administrative officers, i.e., the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library shall give frequent reports to faculty and students.

VIII. Student members of the various committees must report about their committee work to Student Assembly at least three times a year. (If several students serve on a committee one may act as spokesman for the delegation.)

IX. All student organizations that identify themselves as Lake Forest College groups must register with the Dean of Student Affairs.

SECTION VI

GENERAL PROCEDURES

I. The President is ex-officio a member of all committees.

II. The Dean of the Faculty is responsible for conducting all faculty elections.

III. The Dean of Student Affairs is responsible for conducting all student elections, except the elections to the Academic Advisory Committees, which are the responsibility of the Dean of the Faculty.

IV. a.) If the College Council determines that there is a vacancy of an elected position on any committee of College Governance, it is responsible for initiating an election that is congruent with the electoral procedures described herein.

b.) If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the appropriate committee to recommend the new appointment.

V. When absolutely necessary a committee has the right to appoint a task oriented sub-committee, but only to study special problems and to bring information and policy options to the appointing committee. These sub-committees may be drawn, in part, from outside the appointing committee's membership.

VI. Procedures for Faculty Elections:

a.) 1. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:

No later than ten weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one

candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates. (If there is more than one vacancy, he shall list the names of the next three candidates for each additional vacancy.) The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

2. Academic Policies Committee:

No later than eight weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the Academic Policies Committee. Each faculty member shall vote for one eligible candidate in his division for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy, he shall list the names of the next three candidates for each additional vacancy.) The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

3. The College Council:

No later than six weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the College Council as divisional representatives. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy.) The faculty will then vote by secret ballot, choosing one candidate for each vacancy. The Dean of the Faculty will then prepare a new ballot listing the nominees not elected in the previous election. The Dean of the Faculty shall then circulate to the Faculty a list of all voting members eligible for election to the College Council. Each faculty member shall vote for one candidate by secret ballot listing the top three candidates; each faculty member shall vote for one candidate by secret ballot. The winner of this election shall serve for one year.

4. The Remaining Members of the Faculty Personnel Policies Committee:

No later than four weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Committee. Each faculty member shall vote by secret ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy.) The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

b.) 1. The elections shall take place in the order stated in this section under VI-a.

2. Election to the College Council, the Faculty Personnel Policies Committee, or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees.

3. For the purposes of divisional representation on committees the departments are divided as follows:

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Politics	Mathmematics
Philosophy	History	Physics
Religion	Sociology & Anthropology	Psychology

Every faculty and joint faculty-student committee elected or appointed shall serve the entire academic year except the Long-Range Planning Committee which serves three years.

VII. Procedures for Student Elections:

a) 1. No later than the tenth week before the end of the academic year, all nominations by petition for student positions on the College Council must be presented to the Dean of Student Affairs, who shall then prepare the ballot, Elections for the student positions on the Council must be held no later than the ninth week before the end of the academic year.

2. No later than the tenth week before the end of the academic year the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees for the purpose of nominating student candidates to the Academic Policies Committee.

3. All nominations by petition for the student vacancies on the College Life Committee and for the office of President, Secretary, and Treasurer of the Student Government must be submitted to the Dean of Student Affairs no later than the eighth week before the end of the academic year.

4. No later than the seventh week before the end of the academic year, but not sooner than two weeks after elections to the College Council, the Dean of Student Affairs (withthe cooperation of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
(i) President, Secretary and Treasurer of the Student Government.
(ii) Three student delegates to the Academic Policies Committee.
(iii) Four student delegates to the College Life Committee.
(iv) The faculty delegates to the College Life Committee.

5. No later than the second week after the beginning of the academic year, the Dean of Student Affairs shall arrange elections to be held by each housing unit and by non-resident students for delegates to the Student Assembly.

6. Election or appointment to the College Council, Academic Policies Committee, or the College Life Committee shall make a student ineligible for election or appointment to another of these committees.

b) 1. Terms of Office:
The President, Secretary, and Treasurer of the Student Government elected during the seventh week before the end of the academic year shall take office no later than the sixth seek before the end of the academic year. These new officers, together with the three current members of the Executive Committee, elected by the Assembly, shall prepare the budget for the following year.

2. The terms of office for all student delegates to the Student Assembly, the College Council, the Academic Policies Committee, the College Life Committee, the Co-Curriculum Committee and the Educational Research Resources Committee shall run from the opening of the academic year until Commencement.
However, these students are eligible for re-election or reappointment.

(i) If the delegate to the College Council chosen by the Executive Committee is an officer, he (she) shall continue to serve on the Council until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

(ii) The President of the Student Government shall serve on the College Life Committee from the opening of the academic year

until Commencement, notwithstanding, the possible election of a successor in the regular Spring election.

3. The terms of office for the Academic Advisory Committees shall be from the time of their election in the Spring Term until the election of the following year.

c) Voting:
Each full-time student may cast one vote for each position on the ballot; cumulative voting is not allowed.

SECTION VII

RATIFICATION AND AMENDMENT PROCEDURES

I. Ratification:

a) This College Governance shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

b) Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Student Affairs.

c) The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

d) The Dean of Student Affairs shall announce the result of the faculty and student vote simultaneously.

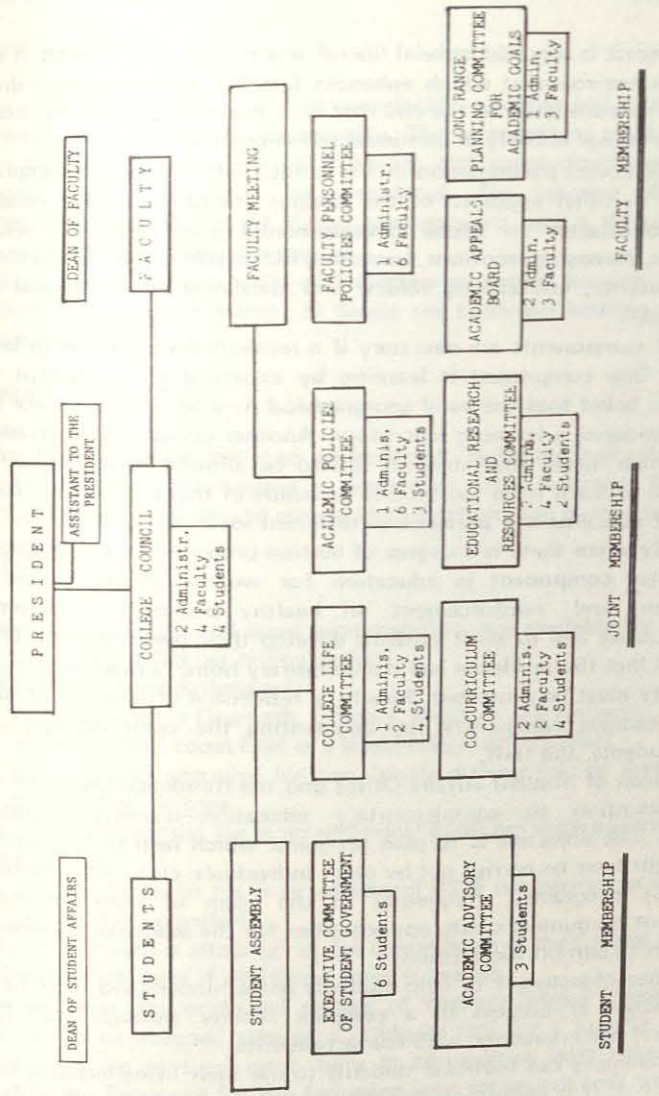
II. Amendments:

a) The College Council is empowered to make minor modifications in this College Governance to assure the better implementation of the spirit of this document by unanimous vote. In no case shall such change become effective until three weeks after their public announcement. If ten percent of the student body or faculty by petition maintain that these modifications are not minor or not in he spirit of the document, such modifications cannot go into effect.

b) 1. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

2. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

3. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.



SECTION V
RESIDENTIAL LIFE

PHILOSOPHY

Lake Forest is a coeducational liberal arts college and, as such, it strives to foster an environment which enhances learning and promotes individual growth and responsibility to the end that each student develops the necessary resources to engage actively in continual self-education.

At Lake Forest participation in the residential program is a complement to learning in other segments of the campus environment. The residential program contributes to broad developmental goals such as: achieving competence, managing emotions, becoming independent, developing identity, gaining tolerance, establishing values, and clarifying vocational and avocational interests.

Several components are necessary if a residential program is to be fully successful. One component is learning by experiencing, a concept which includes the belief that the total georgraphical area surrounding Lake Forest can be considered a learning laboratory. Another component is freedom of inquiry, which means that students should be allowed to explore different options and to learn from the success or failure of that exploration. Another component concerns the presence of different ideas, for growth takes place most readily when there is a degree of tension produced by competing ideas. Still another component is education for worthy use of leisure time. Development and reinforcement of healthy personal interactions are important as we aim to assist students develop their own resources. It is also recognized that the residence hall is a temporary home, a place where privacy and security must be protected. Finally, a residential program must add to a sense of campus community, by augmenting the open dialogue among faculty, students, and staff.

The Dean of Student Affairs Office and the Residence Staff seek to give special attention to complementary education—learning outside the classroom. The objective is to plan programs which help to seed new ideas which might later be carried out by other individuals, clubs, or organizations. "Awareness programs," frequently in the form of mini-workshops or involvement encounters create opportunities for the academic community to be sensitive to current social issues.

Another objective is to help students better understand their roles and responsibilities as citizens in a complex society through Hall Council involvement and interaction with fellow residents.

Programming can motivate students to use their living-learning facilities to the fullest. It is important that the residence staff work with students in promoting programs built around special themes (e.g., ecology, human awareness, drug education) or activities (e.g., crafts, photography, dance). Residential programming may be further enhanced by guests (artists, scholars, parents, faculty) either as short-term visitors or "in-residence."

"The prime occupation of liberal education is with the skills of being" (Van Doren). Such is the goal of the residential program at Lake Forest College.

With the above philosophical statement as the basis on which residential life is premised, the following conditions of and procedures for living in-residence are set forth.

HOUSING SYSTEM

The Housing Plan is the result of considerable research and careful review by all segments of the college community. The arrangement seeks a balance between the legitimate concerns of students with some direct and indirect educational aims which must be considered. The housing of students recognizes the need for co-ed living arrangements and a distribution of purpose units and freshmen on campus.

Living options include 1) Co-ed freshman-upperclass housing 2) Single sex freshman-upperclass housing 3) Single sex freshman housing 4) Co-ed upperclass housing.

FRESHMAN HOUSING

Lake Forest College has one all-freshman residence hall, though the majority of freshmen are housed in upperclass halls. Freshmen housed in upperclass halls are in clusters to ensure identification with classmates.

TYPES OF HOUSING

A- single, double, triple and quad accomodations are available for $650 per academic year ($325 per billing period).

B- differential accomodations are:
   1) available only in Deerpath, Gregory, McClure and Roberts
   2) a) any double room held as a single (single differential)
      b) any quad occupied by two (single differential) or three (triple differential) persons

The single differential fee is an additional $250 per academic year ($125 per billing period).

The triple differential fee is an additional $125 per person per academic year ($62.50 per billing period).

Differential space is allocated at the convenience of the College and may be withdrawn at any time if additional space is needed.

C- purpose units are organized groups of students whose members live together in an assigned area of a residence hall for a specific purpose which may be pursued more fully in conjunction with others than individually. Proposals for the following year are invited each spring and guidelines are available from the Dean of Student Affairs Office.

Selection criteria include the rationale for the unit, creativity, potential benefit to the residence in which the unit is housed as well as the general College community. Purpose units must apply each year and

those already in existence will also be evaluated on the basis of past performance.

The approval and location of purpose units are determined by the Dean of Student Affairs Office. Approved purpose unit members are not eligible to participate in the spring room draw, and the deposit obligation ($100 pre-registration deposit) required of all students who wish to draw housing is also required of purpose unit members.

Every resident student has a right to draw for space anywhere on the campus. Therefore, purpose units must serve significant purposes to warrant the removal of residence space from the general room draw.

Purpose units are accountable to the Dean of Student Affairs staff for the actions of unit members and involvement in the residence halls. Units are expected to adhere to all College policies, though supervision of more stringent guidelines (e.g. extended quiet hours) will be the responsibility of unit members. Each unit must have an elected (chosen) leader or leaders, and units will be reviewed during the year by the Dean of Student Affairs Office. Purpose units must have not less than ten members.

ROOM DRAW

- Room draw is the annual spring event during which students who have established the appropriate deposit ($100 pre-registration deposit) may draw rooms for the following academic year.
- Every student who plans to live on campus and who is not an H.R., R.A., or member of a Housing Purpose Unit may take part in the draw.
- To ensure fairness of the draw, the computer will be utilized. A list of all applicants according to class will be fed into the computer for random assignment of a draw number. Each student will be notified of his number prior to the draw.
- The draw will be done by class with all seniors drawing before juniors, etc.
- A student will not be permitted to draw a room unless the $100 pre-registration deposit is received by the Business Office prior to room draw.

NORTH CAMPUS

Bradley Lodge—Upperclass all-male residence hall.

Lois Hall—Freshman-upperclass all-female residence hall. Space is reserved for thirty-two freshmen women in doubles.

Deerpath Hall—Freshman male single sex housing and upperclass co-ed housing. 1st floor—Freshman men in doubles. 2nd and 3rd floors—Upperclass co-ed housing by room.

MIDDLE CAMPUS

Harlan Hall—Principally an upperclass residence hall, co-ed by room. The third floor houses freshman women and a limited number of co-ed freshman male spaces are reserved.

Blackstone Hall—Principally an upperclass residence hall, co-ed by room. The third floor houses freshman women and a limited number of co-ed freshman spaces are reserved.

SOUTH CAMPUS

Moore Hall—Upperclass residence hall, co-ed by floor. 1st, 2nd, and 4th floors—Women. 3rd floor—Men.

Nollen Hall—All freshman residence hall. East Wing—Men and West Wing—Women.

Roberts Hall—Upperclass co-ed residence hall. East Wing—Men and West Wing—Women.

McClure Hall—Upperclass-freshman co-ed residence hall. Space is reserved for freshmen.

Gregory Hall—Upperclass-freshman residence hall. One floor has been reserved for freshman women.

RESIDENCE HALL GOVERNANCE

The Residence Halls at Lake Forest are basically self-governing. At the start of fall term the Head Resident of each residence initiates the establishment of a Hall Council to facilitate interpersonal relations, activites, and a responsive living environment.

Representatives to the General Assembly of Student Government are elected from each hall to serve the interests of hall constituents and to participate in the functions of campus-wide student government.

COLLEGE HOUSING PROCEDURES AND CONDITIONS

In return for payment of the fees published by the College for the type of accomodation selected, Lake Forest College agrees to provide the following:

1. *furnishings*: bed, mattress and cover, pillow, chest of drawers, desk, desk chair, mirror, desk lamp, waste basket, curtain rods (draperies are furnished only in Deerpath, Gregory, Lois, McClure, Nollen, Roberts). A procedure for securing additional available furniture will be developed.
2. maintenance of room and residence facilities in response to reasonable wear.
3. *housekeeping* services in bathrooms, hallways, and other public areas.
4. *residence staff* services in the form of academic/social/personal advising, residence hall program development, College-wide referral information, health and safety emergency resource, building management coordination.
5. *storage* of a limited nature to include trunks, suitcases, and other small items at the occupant's risk.

Students who select a room are expected to remain in-residence and to participate in the College board plan for the full academic year. *Board release* requests should be submitted, in writing, to the Business Office.

Students who *withdraw* or *transfer* are expected to notify the Dean of Student Affairs Office as soon as possible in order to allow others prompt access to newly vacated housing space. *Keys and I.D. cards* should be promptly returned to the Head Resident.

Refunds for withdrawals or transfers are issued by the Business Office according to guidelines in the Lake Forest College *Bulletin*.

Off-campus approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of Student Affairs Office prior to spring room draw. Freshmen students may obtain an off-campus release if (a) pursuing an educational project (e.g., tutoring in return for room and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of "a" or "b" with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible. Off-campus applicants may not participate in room draw. Students who submit an application but are unable to find accomodations may select a room from the vacancy list in the Dean of Student Affairs Office after June 1, 1976. Students who participate in room draw, but who decide to procure off-campus housing after selecting a room may complete an off-campus housing application upon payment of a $100 penalty fee. (Selecting space in room draw limits the choice of other students and causes the College to rely on the occupancy commitment.) The penalty fee will also be required of students who wish to submit an off-campus application after the room change moratorium. If an application is approved, any room and board refunds will be determined by College policy as stated in the Lake Forest College *Bulletin*. Off-campus students are expected to keep the Dean of Student Affairs Office advised of their addresses and telephone numbers at all times. They are also expected to abide by all College rules and regulations.

Room changes following the spring lottery may be made after the fourteenth day of classes in the fall term. A fourteen-day moratorium on room changes will also be in effect at the start of the winter and spring terms. Room changes may only be made through the Dean of Student Affairs Office. Room-rate-charge adjustments will be made on a weekly basis. When a change in approved, the move must take place within 72 hours.

Vacancies on campus are posted in the Dean of student Affairs Office at all times.

For the 1976-1977 academic year new students (freshmen and transfers) may *occupy their rooms* no earlier than Tuesday, September 7, 1976, at 9:00 a.m. Returning students (including readmits) may occupy their rooms no earlier than Saturday, September 11, 1976, at 9:00 a.m. Housekeeping duties, security concerns, and the demands of personnel for the opening of College make it impossible to accommodate early arrivals.

Residence halls will close at noon on December 17, 1976, for winter recess. The halls will be open for all other recess periods, and food services will be provided during the end-of-winter term recess. No food service will be available during spring recess.

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the college should not enter a student's room except under the following conditions:

1. For the purpose of inspecting rooms for general physical conditions and/or damage when written notification has been posted in the residence hall 48 hours in advance of any such action.
2. When the student has specifically requested a repair.
3. For the purpose of inspecting rooms for fire safety. Disciplinary action against a student on the basis of such entry is limited to violations of fire/safety rules or stolen property.
4. During vacation periods if the room is vacant. (If the room is occupied during the vacation period, the usual 48 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections per year are required by law, and the Physical Plant is better prepared to perform these routine inspections during the vacation periods.
5. In emergency circumstances where imminent danger to life, health, safety, or property is reasonably feared.
6. When there is excessive noise or disturbance which is affecting others.
7. When, under the authority of the Dean of Student Affairs Office, there is evidence that college regulations have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

The right to enter is not synonymous with the right to search. When fire and safety checks are involved, any search shall only be authorized to establish that no violation of fire and safety standards exists.

College owned premises occupied by students and the personal possessions of students shall not be searched except under court authority or by permission of the Dean of Student Affairs Office. To obtain permission from the Dean of Student Affairs Office, application must be made to the Dean of Student Affairs specifying the reasons for the search and the objects or information sought. The student occupant should be present, if possible, during the search.

If a student believes that entry into or search of his premises violates the regulations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee. They, in turn, shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee. If the accusation is sustained, the student bringing the accusation shall not be charged with having violated college regulations on the basis of evidence gained by means of the unacceptable entry or search.

At the *close of the academic year* it is expected that rooms will be vacated within 24 hours of the last class or exam, except seniors who should vacate within 24 hours following commencement. Students who are *academically or otherwise dismissed, withdraw, or transfer* are required to vacate their room within 72 hours of completion of their last class or notice of dismissal (unless a recess is scheduled in which case 24 hours is the limit).

Where an *appeal* of dismissal is pending, 24 hours beyond the outcome of the appeal is allowed as long as this period does not exceed one week into the academic term following the dismissal. Failure to vacate a room within any alloted time period may result in trespass prosecution.

Guests may share occupant facilities for periods up to 72 hours provided the Head Resident is notified. Lack of notice and/or extended occupancy will result in a $10 per day charge to the resident and trespass prosecution of the non-resident.

Students are expected to have a valid *I.D. card* at all times. Guest I.D. cards are available from the Head Resident.

Residents are expected to accept responsibility for the furnishings and condition of the room occupied, as well as community responsibility for public areas in the residence hall and surrounding grounds. Charges for extraordinary maintenance will be assessed to individuals or groups in areas where damages occur.

Regard for the *primary rights of residents* to study and to sleep in College residence halls is expected. While program interests and social activities are a part of the residential experience, the primary function of Lake Forest College is intellectual and personal development. College-wide quiet hours begin at 11:00 p.m., Sunday through Thursday, and at 1:00 a.m. Friday and Saturday. Each residence hall or living area may choose to establish earlier quiet hours. Courtesy at all times is a condition of membership in an academic community.

Penalties for violation of any of the residential conditions or College regulations will include administrative warnings, judicial board action, civil, or criminal action depending on the act.

College policies and regulations as published in the Lake Forest College *Bulletin*, Student Handbook, "Campus Capsule," and *Stentor* are binding on all Lake Forest College students.

ROOM CONDITION CHECK-IN AND INVENTORY

At the start of the academic year, and whenever a student moves out of, or into residence accommodations, a Room Condition Check-In and Inventory sheet should be completed and returned to the Head Resident. Use of this form aids the College by providing a regular inventory of furnishings and their condition. Also, the student is protected from incurring changes for pre-existing conditions.

STORAGE

All possessions are stored at the owner's risk. The College cannot be responsible for damage to or theft of articles stored.

Each residence hall has designated storage space. During the academic year and over the summer students may store up to three trunks, boxes or the like. Bricks, boards, or bookcases are acceptable provided they are neatly piled in a corner or stacked against a wall.

For your protection, all items should be boxed and labeled. Unidentified materials will be disposed of in order to maintain maximum usable space.

In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

In addition to residence hall storage space, up to three pieces (to include furniture, carpeting, etc.) will be stored by the College over the summer. The cost of this service which includes pick-up and delivery from the door of each residence is $5. Special identification tags, completion of a Storage Agreement Form, and an inventory of items to be stored is required for this service. Procedures, pick-up and delivery dates, and other information is available through the Dean of Student Affairs Office following the spring room draw.

Transportation assistance to students who need to move items for storage is only available if authorized drivers can be found, (the work force is very busy at the beginning and end of the academic year), vehicles are available from the Physical Plant Office, and funds to rent vehicles and pay drivers are available.

SHIPPING

The Physical Plant Office coordinates arrangements with shipping firm(s) for on-campus pick-up during the final days of the spring term. Students are encouraged to examine all details concerning cost, insurance, delivery times, etc. as the College is not responsible for such carrier services.

WINTER RECESS HOUSING (December 17, 1976 to January 4, 1977)

Accommodations will be arranged during the winter recess for the following students:

1. Those whose parents reside outside of the United States
2. Those working for the College who are needed during the recess.
3. Those listed by the College as independent students and on Financial Aid.

Appropriate students should apply for housing at the Dean of Student Affairs Office no later than December 3, 1976.

DRIVING ON THE GRASS

A $25.00 fine will be imposed for driving or parking on the grass and/or sidewalks.

SECURITY PATROL

All residence halls are locked 24 hours a day. The Security Patrol is responsible for checking I.D. cards of all students entering the residence halls who do not have keys. Students not possessing their I.D. cards will submit their name and the name of the residence hall in which they live to the Security Patrol.

All guests must obtain guest cards from either the Admissions Office, the Dean of Student Affairs Office, or the Head Resident of the dorm in which they are staying. Security guards on patrol will not permit unregistered guests into the residence halls unless verification of the guest's status is established.

FIRE DRILLS AND ALARMS

Once each term the Head Resident of each hall must conduct a fire drill. Resident Hall fires have claimed numerous lives across the country and Lake Forest College is currently spending considerable funds to further insure that student lives are protected. YOUR COOPERATION IS ESSENTIAL TO SAVE LIVES!

Whenever the alarm sounds, please do the following:

1. Close windows
2. Open drapes and/or shades
3. Turn on lights
4. Close, but do not lock doors
5. Exit quietly and move away from the building

It is also suggested that you take the following articles:

1. Coat (particularly in inclement weather).
2. Shoes (appropriate for fire escapes and the elements).
3. WET towel (to be used over head and face in the event of smoke or flames).

DO NOT RETURN to the building until the all-clear alarm is sounded.

FALSE ALARMS, or TAMPERING with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board or civil authorities.

FIRE ESCAPES and FIRE DOORS are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

TO REPORT A FIRE CALL THE LAKE FOREST FIRE DEPARTMENT (234-2121) AND THEN CALL CAMPUS SECURITY (234-3100, extension 205).

VACATIONS

Whenever leaving your residence for vacations or other extended periods of absence be sure to:

1. empty, clean and unplug refrigerators (leave the door open to avoid mildew and fungus);
2. unplug all appliances;
3. put valuables out of sight;
4. empty wastebaskets;
5. lock windows and doors;
6. keep shades and/or drapes open;
7. turn off lights.

VENDING MACHINES

If students lose money in a machine, they should contact the appropriate housing personnel, in regards to hall operated machines, or the commons desk, or the commons desk, in regards to privately maintained machines. This procedure is more effective than kicking the machine.

KITCHENETTES AND LOUNGES

These facilities are intended for student use. Students are expected to clean-up after themselves and removal of furniture or equipment is prohibited. Keys for access to these areas is coordinated by the residence staff.

LAUNDRY FACILITIES

Each residence hall is equipped with coin-operated washers and dryers. Please follow operating instructions carefully and report any malfunctions to the Head Resident. If students lose money in a machine they should identify the machine and contact the Purchasing Department.

HOUSEKEEPING REGULATIONS

Housekeeping problems arising in the dorms should be reported to the Resident Assistants or Head Residents. A work order slip will be submitted to the Physical Plant Office and a worker will complete the repairs.

ROOM FURNISHINGS (and replacement costs)

The following furnishings are provided in all student rooms:

Bed Frame ($45)
Chair ($34)
Desk ($119)
Dresser ($128)
Lamp ($25)
Mattress ($50)
Mattress Cover ($3)
Mattress Pad ($6)
Mirror ($25)
Pillow ($3.50)
Waste Basket ($5)
Window Shade ($6)

Drapes ($75) are provided in Deerpath, Gregory, Lois, McClure, Nollen and Roberts

Carpeting ($120), bolster frames ($50), and bolster drawers ($10) are provided in some residence halls.

Replacement costs for items not listed above are as follows:

Desk Drawer ($35)
Dresser Drawer ($50)
Window (large: $40)
Window (small: $12)
Screen ($25)
Door ($60)
Drapery Hardware ($20)
Locks ($45)

Each student is responsible for room furnishings and it is in the student's interest that the College asks each individual to complete a Room Condition Check-In and Inventory sheet. These sheets are kept by the Head Resident and are used whenever a student departs in order to insure that the responsible party is held accountable for missing or damaged items.

ROOM DECORATION

Common sense, safety and prevention of damage are the guidelines. Molding strips should be used to suspend decorations, students should be advised that they are accountable for any marks on walls, doors, etc.

CANDLES

Candles can be an extreme safety hazard. They should be kept away from walls, curtains, bedding and other flammable items, and never ignited when occupants are asleep or out of the room.

Strobe candles are prohibited because of the large flame and quantity of smoke they produce. Other candles, if used with care during religious holidays or if enclosed in glass chimneys, are permitted.

ELECTRICAL APPLIANCES

Cooking in student rooms and hallways is prohibited. Coffee pots, corn poppers, and automatic toasters with self-contained thermostatically controlled heating elements may be used in student rooms. Hot plates, electric fry pans, deep fat fryers, electric ovens, grills, rotisseries and the like may be used in kitchenettes. They are extremely hazardous in student rooms and therefore not allowed. Immersion coils and water heaters without thermostat controls are never permissable.

Record players, radios, lamps, irons and clocks are permitted. Extension cords are limited to six feet in length.

HOUSEKEEPING AND LINEN SERVICE

The Physical Plant housekeeping staff members clean the lounges, hallways, and bathrooms of each hall. Students are expected to keep their rooms neat and clean. A vacuum cleaner, broom, dust pan, and other cleaning materials are located in each hall for student use.

LINEN SERVICE

The College does not provide towels or linen. F.W. Means & Company offers a weekly package containing 2 sheets, 1 pillow slip, 2 towels, and 1 wash cloth for $46.58 per academic year. Exchange of linen is processed via locker compartments in each residence hall. This service is optional and interested persons may contact the company at 3005 Central Avenue, Waukegan, Illinois, 60085 (312-623-1050).

PAINTING STUDENT ROOMS

Students are not allowed to paint the walls of their room. Students wishing to have their rooms painted should contact the Physical Plant for further details.

BICYCLES

Bicycles may be parked in assigned areas inside and outside the dorms. Bicycles are to be registered with the City of Lake Forest at the Police Department, located at 225 West Deerpath Ave. The Lake Forest City Bicycle Regulations are posted in the Office of the Dean of Student Affairs. In September, there will be a time set for students to register their bikes with the college and the city police.

Non residents of the city may operate within the city any bicycle which is registered in another municipality. The bicycle must be equipped with a valid registration, license tag, or emblem from the other municipality. Otherwise the bicycle must be registered with the City of Lake Forest.

MOTORCYCLES

Motorcylces may not be driven on the sidewalks and walkways on campus. Parking regulations have been designated for motorcycles. (See Parking and Traffic Regulations.)

PETS

Because of health hazards and possible damage to school property, uncaged and unbowled pets or other live animals in residence halls are not permitted. If the owner fails to remove the animal when requested, he or she will be evicted from the residence halls.

FIREARMS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, and firecrackers.

BARBECUES

Permission must be obtained from the Head Resident before a barbecue may be set on College property. Extreme caution must be used, and briquets or fluid should never be stored in student rooms.

FIREWORKS

Possession or use of fireworks is prohibited by Illinois law.

KEYS

Lost keys can be replaced through the Physical Plant Office. The replacement cost for a front door key is $10.00. The replacement cost for a room key is $8.00.

The $5.00 key deposit will be returned at the end of the year when both keys are returned. Students will be charged for replacement of any keys that are not returned.

REFRIGERATORS

Refrigerators no larger than three cubic feet are allowed in the residence halls.

WATER BEDS

Students exercising the option of substituting a water bed for the standard bedding available in their room must sign a water bed agreement form. The agreement applies only to those areas where water beds are acceptable: Deerpath Hall, the Annex of Harlan, the Annex of Blackstone, Nollen, Roberts, McClure, and Gregory. Water beds are not allowed in any of the other halls. The agreement stipulates that students are responsible for damages. The student assumes all personal liability in case of electrical shock or damage. Parents of dependent students are also to be made aware of the water bed agreement.

MARRIED STUDENT HOUSING

For 1976-77 no married student housing is available. Persons interested in married student accommodations for the following year should contact the Dean of Student Affairs Office.

SOCIAL FUNCTIONS IN RESIDENCE HALLS

Social functions must be registered with the Head Resident and notice sent, in advance, to the Dean of Student Affairs Office and Campus Security.

Illinois law governs the use of alcohol on campus and the sale of alcohol is prohibited.

FOOD SERVICE

Bob Kaemmer, Director

Rich Chapman, Assistant Director

Szabo Food Service operates the Commons dining hall, the Commonplace snack bar and the campus pub. According to state and county laws, students must wear a shirt and shoes or sandals in the dining halls. Board is mandatory for all resident students.

Commons Dining Facility

Due to the added costs that would be involved, servingware and food may not be taken from the dining rooms. Students will be admitted to the dining area by showing the college I.D. card or by payment in cash for each individual meal. The I.D. cards are marked by board option.

Food Service Exemption

Students may submit requests to the Business Office to be exempt from the food service for medical or religious reasons. The student will then be released from the board contract if the student cannot be accomodated by special menus provided by the college food service.

Medical Illness

The food service will prepare meals to be taken back to the room by a friend, if the student calls the Health Office for meal requisition.

Meal Guests

Students with guests are requested to purchase meals for the guests from the checker upon entering the dining area.

The food service tries to offer a variety in its meals, and is open to sincere suggestions for improvement. Suggestions may be forwarded to either Bob Kaemmer or Rick Chapman.

HEALTH SERVICE

The Health Care Plan of Lake Forest College is coordinated by the Dean of Student Affairs and is composed of four separate programs.

I. Clinic Program:

Clinical services, including medical counseling, are performed by staff physicians from the Emergency Room Physician's LTD group. The health fee, currently $30 per year, helps to defray the costs of these services. The fee is low, so that all may afford it; the services which it encompasses are unusually generous in light of this fee, but must not be considered complete. Supplemental charges are sometimes incurred, as indicated below. The health fee provides for the following services:

A. *Student illness.* The College maintains a Student Health Center in the Sports Center which is staffed with experienced registered nurses. All students with illnesses must consult with the nurse on duty. When further examination or treatment is required, the nurse refers the student to doctors affiliated with the Emergency Room Group at Lake Forest Hospital. The cooperative agreement between Lake Forest Hospital and the College affords the student around-the-clock medical coverage. The nurse will arrange for transportation to the hospital when required. There is no charge to the student when properly referred for examination and routine treatment. When no emergency exists, appointments will be scheduled at the hospital. Students will be charged for required laboratory tests, x-rays, and prescription medication. Routine treatment is scheduled afternoons on Monday through Saturday at the Lake Forest

Hospital Outpatient Department. If an emergency arises when a nurse is not on duty at the Health Center, students should first see their Head Resident. Students who report to the hospital without sufficient cause or referral by the nurse and whose illness is not covered by insurance (see II below) will be charged the normal hospital rate.

B. *Medical counseling.* Medical counseling is available to all students by the nurse and by doctors from the Emergency Medical Group at stipulated hours in the Health Center. Students are free to discuss any personal medical problem with the staff in professional confidence. Sex information and counseling are available by contacting the Health Center. A physician is on campus alternate Fridays for counseling on sexual or medical concerns. Literature on human sexuality, birth control and V.D. may be obtained from the Student Health Center.

C. *Other services* include: Referral to local dentists and other health specialists, immunizations for foreign travel with the exception of polio and yellow fever serum, throat cultures for streptococcus and loans of crutches or canes. Intercollegiate sports physicians are provided prior to pre-season practice. These are free to sophomores, juniors and seniors.

II. STUDENT HEALTH INSURANCE PROGRAM

All full-time students of the College are eligible for protection under the Student Health Insurance Program; all resident students are *required* to participate in the plan unless waived in evidence of equal or superior coverage. The premium for this insurance which covers a 12-month period is $75. Insurance waivers may be obtained from the Office of the Dean of Student Affairs. The completed waivers must be returned to the College and approved by the Dean of Student Affairs before September 3, 1976 for full cancellation and by March 1, 1977 for partial cancellation. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Office of the Dean of Student Affairs, and copies of the brochure are also mailed to all parents. Students are billed separately for the difference between the charge from hospitals and doctors and the insurance coverage. The College Insurance Plan does not cover the costs of lab work, x-rays, costs of eyeglasses, private doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), or maternity care.

III. Varsity Athletic Teams:

The College carries an additional insurance policy for Varsity Athletic Teams; charges in addition to those covered by the policy are borne by the individual.

IV. PSYCHOLOGICAL COUNSELING SERVICES:

The College maintains a Psychological Counseling Center, located in Johnson Science Center. This is directed by Dr. Phylis Frankel. She and her staff counsel students with personal and emotional problems. Students may participate in individual or group sessions; strict confidentiality is maintained as in all areas of student health care. A lecture series is also provided by the psychological service on various subjects of concern to students. These lectures are informal and may be attended by anyone.

PROCEDURES TO FOLLOW IN CASE OF INJURY OR ILLNESS:

Whenever minor illness or injury occur, report to the Health Center. After Health Center hours the Head Resident or Resident Assistants should be notified. They are trained in First Aid and have a small amount of non-prescription medication, dressings, and a thermometer. They also have information on emergency procedures to follow in event of a more serious illness or injury. Whenever in doubt—call the Lake Forest Hospital Emergency Department, 234-5600, Extension 683, 684, or 685 and ask for advice. Use of the emergency room should be limited to cases of a true emergency (severe respiratory or severe bleeding problems, broken bones, poisoning, severe drug reactions, etc.)

The College constantly reviews its Health Care Plan. Comments and suggestions are invited by the Office of the Dean of Student Affairs.

SECTION VI
STUDENT LIFE

COLLEGE COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Office of the Dean of Student Affairs.

COMMONPLACE

Commonplace houses the student snack bar, vending machines and a microwave oven. The room serves as an informal recreation spot with a television available on the indoor balcony.

MAIL BOXES

Mail boxes are located on the main floor of the Commons building. There are also slots for outgoing campus and U.S. mail.

PUB

The College pub is located in the basement of Commons. The pub serves beer and wine to students 19 years of age or older. Students are *not* allowed to take beverages out of the pub.

PIERSON ROOMS

The Pierson rooms function as private dining and conference space. The rooms may be reserved by contacting the Commons desk during regular office hours. In case of cancellation, please notify the personnel at the Commons desk immediately. Pierson rooms A, B, and C are located opposite the mail boxes.

GAME ROOM

The Game Room is adjacent to the pub; billiard tables, bowling lanes, and pinball machines are available.

BULLETIN BOARDS

Bulletin Boards list daily campus events, job opportunities, events in Chicago and other important notices. All notices should be approved and stamped in the Office of the Dean of Student Affairs before they are posted in this area.

CAMPUS ACTIVITIES OFFICE

The Campus Activities Office is located adjacent to the bulletin board area in the central part of the Commons. Functions of the office include: 1) Reservations for certain facilities, see p. 76 2) Publication of the Campus Capsule. The Capsule is a weekly listing of events, announcements, and notices 3) Ordering of tickets for area events 4) Weekly drawings for free concert and symphony tickets 5) Issuing of International Student ID Cards 6) Maintaining reference files on speakers, theater groups, booking agencies, concert performers, etc. for perusal by members of the Lake Forest College Community.

COMMONS' RULES AND REGULATIONS

1) Animals are not permitted in the building
2) Furniture may not be moved from one room to another except when approved by staff personnel
3) No one is permitted to remain in the building after closing hours
4) SEE NOTES UNDER BULLETIN BOARDS regarding their use
5) Solicitations are prohibited unless authorized by College personnel.

Considerate cooperation by all members of the College community is necessary for the efficient operation and maintenance of the Commons building.

THE LIBRARIES

Library Staff

Arthur Miller—College Librarian — Ext. 489

Joanne Lee — Ext. 488
Reference
Inter-library loan
Admission to other libraries
Government documents

Sarah McGowan — Ext. 488
Administrative, including
—overdue books and reserve problems
—employment of library student assistants
—photocopiers

Joel Lee — Ext. 489
Technical Services
(acquiring and organizing materials)

Anne Mirza — Ext. 489
Cataloguing
Audio-visual

Edna Keller — Ext. 487
Supervisor, circulation and reserve desk
Periodicals

Mary Guenin — Ext. 489
Technical Services Assistant

Margot Rice — Ext. 407
Science Library (afternoons)

The main college library collection is located in the Donnelley Library on middle campus; other service points, however, are the Freeman Science Library which houses the applied sciences collection and the Math Library (current periodicals) in room 103 of College Hall. Several business periodicals and books on management are received by the Advanced Management Institute which is located on south campus.

DONNELLEY LIBRARY

Donnelley Library's strengths are in U.S. history, including North American Indians, Black studies, British history, the World Wars, economics, English language and literature, environmental studies, urban affairs, and local and regional studies. The college is fortunate enough to have several special collections of note. These collections include the Stuart collection of Scotiana, the Garrett Leverton Memorial Library in theater and the Hamill collection in humanities and rare books. In microfilm the library boasts complete runs of the *New York Times* and the *Chicago Tribune*, the *Chicago Defender* (1901-1956), Underground Newspaper Collection produced by Bell and Howell, Jeffersonian Americana, German War Records, National Archives, Slavery Source Materials, and the Federal Writers' Project Slave Narrative Collection.

MAIN FLOOR

Bibliographic Center (located on the north side)

1. *Reference Service.* The reference desk is situated immediately inside the main door, adjacent to the library's access tools. At times when the reference librarian is busy or the desk is unattended, please consult the librarians in the administrative offices just east of the reference desk or in the Technical Services room a few steps to the north.

2. *Access to books.* The card catalog provides the primary access to books in the college's libraries. It has two parts; one section is an alphabetical listing of books by author and title, the other an alphabetical listing by subject. We use the Library of Congress classification system; the call number indicates the book's location in the library.

3. *Access to periodicals.*

   a. Library holdings. The periodicals visible file is located on the bookcase just west of the card catalog, and is arranged alphabetically by title. It is a record of the college's periodical holdings. A card file is available at the reference desk listing periodical holdings at the public library, Barat College and other nearby locations.

   b. Periodical Contents. The indexes and abstracts are located west of the card catalog. These publications provide an author, title, and subject access to the articles appearing in journals, newspapers, government publications and collections which have appeared in book form. A subject listing is posted to assist in locating appropriate index or abstract titles.

4. *Access to materials not in the library.* Book catalogs on the north wall of the bibliographic center can assist patrons in locating research materials available for use in Chicago, on interlibrary loan, or by purchase.

   a. *National Union Catalog.* — A list giving bibliographic information of reported library holdings throughout the U.S.

   b. *Union List of Serials, New Serials Titles* and the holdings list of periodical services in which LFC participates. These lists are similar to the *National Union Catalog* except the reportings are for periodicals.

   c. *Books in Print* and related listings of available materials. These materials are used in preparing book order requests. Also, bookstore order forms are available at the reference desk.

5. *Pamphlet file.* Blue cards in the subject card catalog refer to materials arranged in the cabinets adjacent to the card catalog. The materials are arranged alphabetically by subject.

Reference Stacks. The reference stacks are located at the center of the main floor for easy access. These books are distinguished by a plus (+) over the call number. Some major types of reference books are encyclopedias and dictionaries, yearbooks and almanacs, general bibliographies, handbooks, atlases, directories and concordances. These books must be available for reference at all times, so they are not permitted to leave the library.

Periodicals. Current periodicals can be found on the south side of the main floor; back issues are located at the west end of the same floor. An alphabetical listing of the periodicals is located on a visible file near the indexes. Periodicals for art and for mathematics are out of sequence. Art periodicals are located in the art reference area, west of the current periodicals. Math periodicals are located in College Hall on the second floor. See a librarian or a member of the mathematics faculty for access. (Biology, chemistry, and physics periodicals are in the Science Library.)

The Art Collection. Art books are shelved just west of the current periodicals. Art periodicals and reference books are shelved in sequence in the main collections.

Loan, Reserve and Check-out Desk. The circulation desk is located to your left (south) as you enter the library. Here you can charge books to take out of the library, renew books, or request a reserve book. All books should be returned here by placing them in the book return slot.

A.D. Johnson Audio-Visual Center. Available are cassettes and equipment for use in the library. Open: M-F 1:00-5:00, 6:00-10:00; on Sat. 1:00-5:00; and on Sun. 1:00-5:00, 6-10. Hours are subject to change.

Meeting Room. The room adjacent to the listening area provides a space for library orientation sessions and other meetings. When no meeting is in progress it is available for group study and quiet conversation.

College Catalogs and Job Placement Material. The library has a substantial collection of graduate school catalogs and material pertaining to jobs and careers, including books on writing resumes, taking interviews, etc. These materials are available on reserve from the circulation desk.

SECOND FLOOR

Book Stacks. The general collection, except for art books, is located on the second floor.

Treasure Room. Immediately east of the stairs in the Treasure Room. College catalogs from previous years, *The Foresters* and rare, unusual or valuable books are housed here.

Quiet Area. The whole of the second floor is a quiet area reserved for individual study only. For group study please retreat to the Group Study Room on the lower level and for quiet conversation please use the main floor meeting room, when available, or the stairwells at the west end of the building.

LOWER LEVEL

Government Documents. Most official documents which the library receives from the federal government on depository are located on the lower level and are arranged by Superintendent of Documents classification.

Microfilm Room. The microprint collection, microform readers, and a coin-operated microform reader printer are in the room to your left as you go downstairs.

Group Study Room. A group study room is located toward the rear of the lower level. Please use this room whenever your study requires more than an individual effort.

Typing Carrels. Typing carrels are located in the Group Study Room.

Photocopying facilities. Nickel copy machines are located in the Group Study Room. A Xerox 1000, for finer quality, can be used for ten cents a copy by asking the administrative assistant for help.

THOMAS O. FREEMAN SCIENCE LIBRARY

This small unit convenient to the science building houses the collections used by the departments of biology, chemistry and physics. With study space for more than sixty students it is heavily used by science program enrolees seeking reference access to the collections and a quiet smoke-free atmosphere. The reference tools in scientific areas are complex but also vital to the serious student. While no professional librarian is stationed in the science library, reference help is always readily accessible from Donnelley by a phone in the public area near the office. In addition, experienced and helpful non-professional assistance is available afternoons on weekdays. Mornings, evenings, and weekends users should consult the secretarial or student personnel on duty for general and location information, and use the phone for reference help.

The science library houses lockers which are available for term rental and a photocopy machine.

SERVICES AND PROCEDURES for Donnelley and Freeman

Borrowing. Along with acquiring and organizing the books and guiding users to information, the librarians also establish procedures for the rationing of library materials among those who need them. At Lake Forest College, the procedures attempt to focus primarily on regulating and monitoring the use of those materials most in demand. Short loan periods, in effect, ration all materials indiscriminately. On the other hand, we extend long-term loans for less frequently called-for material while seeking to control carefully frequently consulted, reference and valuable materials.

1. *Charging out books.* Present your student identification card along with the desired book at the loan desk.

2. *"Instant Recall."* Any book can be recalled at any time regardless of when it was originally charged out. (See recall reserve.)

3. *Recall Reserve.* If you have a book which has been recalled, but you still need it yourself, request the circulation assistant to place it on "recall reserve." The book will be assigned a three day reserve status so that all interested parties can make use of it. In this way we hope to provide the utmost access to the most sought-after books and in so doing inconvenience fewer people.

4. *Reserves.* All items on reserve can be found by perusing the reserve card drawer under the course name and number. All reserve books are located

behind the charging desk and can be obtained by filling in a request card and handing it with your I.D. to the desk attendant for charging.

5. *Non-circulating materials.* Periodicals, reference, and Treasure Room books, and microforms cannot be charged out.

Student and faculty leaving campus, except for term breaks, are responsible for returning all library materials before they depart. Any book not thus returned, or if it is recalled and cannot be retrieved will be reordered and charged to the absent patron, along with processing costs of $10.00 per item.

Interlibrary Loan and Photoduplication. When patrons are able to do their preliminary bibliographical search for a project one to two weeks before they need to begin work in earnest, the library staff can assist them to expand significantly the range of materials available to them through interlibrary loan and the ACM periodical bank.

If he starts early, the Lake Forest student has as much available to him, or more, than a student in a large university library. In 1975-76 more than a quarter of the students used the inter-library borrowing service. For any item that a student cannot locate in the collection, he should fill in the proper forms at the reference desk in Donnelley. Students will be required to provide complete bibliographic information as well as the source of this information. If a student has a time limit, he should be sure to indicate it.

Smoking/Non-smoking Areas. "No Smoking" areas have been designated as follows: all public areas in the Freeman Science Library; in Donnelley: the basement (except for Group Study room), the north lounge of the main floor, and posted sections of the second floor.

Security. When exiting, books and baggage should be inspected.

SPORTS CENTER and FIELD HOUSE

Maplewood and Sheridan Roads, South Campus

Facilities

Facilities are available for racquetball, paddle ball, squash, handball, basketball, volleyball, badminton, tennis, wrestling, weight training, gymnastics, dance, hockey, ice skating and swimming.

Sign-up sheets are available for the handball and squash courts.

Saunas and Pool

Men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and swim attire is required.

SPORTS CENTER HOURS

Faculty, Staff, Students

	GYMNASIUM	SWIMMING POOL	HANDBALL & SQUASH COURTS	WEIGHT ROOM	SAUNA	ICE RINK
Monday	8:30 a.m.-11:30 a.m. 1:30 p.m.-10:30 p.m.	11:30 a.m.-1:30 p.m. 7:30 p.m.-10:30 p.m.	1:30 p.m.-10:30 p.m.	8:30 a.m.-10:30 p.m.	11:30 a.m.-10:30 p.m.	10:30 a.m.-12:30 p.m.—Free Skate 12:30 p.m.-1:45 p.m.—Free play Hockey
Tuesday	8:30 a.m.-11:30 a.m. 1:30 p.m.-10:30 p.m.	11:30 a.m.-1:30 p.m. No Evening Hours	1:30 p.m.-10:30 p.m.	8:30 a.m.-10:30 p.m.	11:30 a.m.-10:30 p.m.	10:30 a.m.-12:30 p.m.—Free Skate 12:30 p.m.-1:45 p.m.—Free play Hockey
Wednesday	8:30 a.m.-11:30 a.m. 1:30 p.m.-10:30 p.m.	11:30 a.m.-1:30 p.m. 7:30 p.m.-10:30 p.m.	1:30 p.m.-10:30 p.m.	8:30 a.m.-10:30 p.m.	11:30 a.m.-10:30 p.m.	10:30 a.m.-12:30 p.m.—Free Skate 12:30 p.m.-1:45 p.m.—Free play Hockey
Thursday	8:30 a.m.-11:30 a.m. 1:30 p.m.-10:30 p.m.	11:30 a.m.-1:30 p.m. 7:30 p.m.-10:30 p.m.	1:30 p.m.-10:30 p.m.	8:30 a.m.-10:30 p.m.	11:30 a.m.-10:30 p.m.	10:30 a.m.-12:30 p.m.—Free Skate 12:30 p.m.-1:45 p.m.—Free play Hockey
Friday	8:30 a.m.-11:30 a.m. 1:30 p.m.-10:30 p.m.	11:30 a.m.-1:30 p.m. 7:30 p.m.-10:30 p.m.	1:30 p.m.-10:30 p.m.	8:30 a.m.-10:30 p.m.	11:30 a.m.-10:30 p.m.	No Ice Time Available
Saturday	1:00 p.m.-6:00 p.m.	1:00 p.m.-6:00 p.m.	1:00 p.m.-6:00 p.m.	1:00 p.m.-6:00 p.m.	1:00 p.m.-6:00 p.m.	No Ice Time Available
Sunday	Fall & Spring 1:00 p.m.-6:00 p.m. Winter 1:00 p.m.-9:00 p.m.	Fall & Spring 1:00 p.m.-6:00 p.m. Winter 1:00 p.m.-9:00 p.m.	Fall & Spring 1:00 p.m.-6:00 p.m. Winter 1:00 p.m.-9:00 p.m.	Fall & Spring 1:00 p.m.-6:00 p.m. Winter 1:00 p.m.-9:00 p.m.	Fall & Spring 1:00 p.m.-6:00 p.m. Winter 1:00 p.m.-9:00 p.m.	1:00 p.m.-2:30 p.m.—Students, Faculty, Staff

There will be exceptions to these hours relating to varsity practices, intramurals, and special events.

VEHICLE RENTAL

The Physical Plant has one (½ ton) pick-up truck and two (12 passenger) vans available for rent to recognized student groups. Vehicles may be used only for college-connected activities. Drivers have to have an operator's license and be certified by the Physical Plant as being authorized to drive these vehicles. Each driver receives seven minutes of instruction on the proper use and administrative handling of the vehicles. The cost will be 10 cents a mile plus $1.00 an hour. Twelve hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be in advance.

LOANS

Short term loans are available in the Office of the Dean of Student Affairs. The loans are normally made due and payable during the term incurred. Special circumstances may require payment to extend beyond the term or school year. There is always a normal interest charge to cover the cost of providing this service.

STUDENT EMPLOYMENT

Students interested in obtaining employment on campus should see the Director of Financial Aid. Students interested in securing employment off campus should see listings at the Dean of Student Affairs Office.

STUDENT ORGANIZATIONS

There are a number of student organizations at Lake Forest College. Without exception, they are student led, student oriented and student initiated.

A list of student groups includes: The Stentor, the campus weekly newspaper; WMXM, the student operated FM station, broadcasting at 88.9 on the FM dial; The Film Group; The Garrick Players, the student drama club; Silenus, the school literary magazine; The Yearbook; Afrikan Students for Afrikan Liberation; Black Ensemble; Black Rap, a paper published by black students on campus; Cheerleading; Madrigal Singers; Christian Fellowship; International Students Organization; Jewelry Club; Lacrosse Club; Microtheater; Am Yisrael Chai, a Jewish fellowship group; Collages, the foreign language literary magazine; the Outing Club; Photography Club; Ra, the committee organizing a weekend festival in honor of the Egyptian God of the Sun; Intramural Sports; Student Art Exhibit; Student Guide Service; Community Services Federation, students offer their services to the surrounding community; raquetball club; and Lacrosse club.

Contact the Student Government Office or the Office of the Dean of Student Affairs for more information on student groups and organizations.

FUNDING

Student Government receives approximately $60,000 from student activity fees. To be considered for funding, student organizations must submit a budget request, each term, to Student Government. The request is then reviewed by the General Assembly and action is taken on the request. Allocations are made on a term-by-term basis and Student Government continually reviews the amounts funded to each group to insure their proper utilization.

All contracts and work orders must be co-signed by the Student Government treasurer. Student organizations may use their funds only for the particular activities and events that are designated in the original allocation. Approval must be obtained from the General Assembly before a student organization can alter its budget.

CAMPUS ACTIVITIES

The Campus Activities program is coordinated by the Dean of Student Affairs Office in conjunction with Student Government, the Co-Curriculum Committee, the Speaker-Lecturer Fine Arts Board, Week-end Activities Committee, Film Group and others.

The Campus Activities program includes the planning and sponsorship of social, cultural and special academic events, maintenance of the Master Calendar (scheduling and reservations), publicity via the *Capsule*, distribution of complimentary tickets for special events in and around Chicago, coordination of activities with Barat College, and some services regarding international student travel.

The main office for Campus Activities is located in Commons.

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate in the enforcement of this rule.

MOTOR VEHICLES

All vehicles on campus must be registered with the College. Commuting students plus resident sophomores, juniors and seniors may have cars. Cost for registering a vehicle on campus is as follows:

Resident student:	$30.00 per year
Commuting student:	$20.00 per year
Motorcycles:	$10.00 per year

Students not eligible must obtain from the Dean of Student Affairs Office prior written permission before bringing their car to the campus. State license plate registration and driver's license must be shown in order to obtain

DRIVING RESTRICTION

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the campus patrol officers or lose their permit at once.

Motorcycle driving on campus is limited to the roads leading to motorcycle parking areas. They may not be driven around campus.

PENALTIES

Registered vehicles, including motorcycles, $5.00 per ticket. Tickets may be appealed to the Director of Security. Proof of successful appeal must be presented to, or tickets paid at, the Business Office.

Tickets must be paid or successfully appealed *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine from his account.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year. (Registered car owners are responsible for all citations received by their cars.) When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the College.

"Special Notes:"

1. Driving or parking on grass or sidewalks will result in appropriate action by the College, including, but not limited to, the loss of parking privileges and loss of the vehicle permit. In addition, driving on grass will result in a $25.00 fine. Students may also be held responsible for effecting repairs.
2. False registration results in loss of permit.
3. Reckless driving will also mean the loss of permit.
4. In addition to the stated penalties, the College may impose such disciplinary action as it deems appropriate.

MISCELLANEOUS: Inoperable cars due to any reason must be removed immediately to the proper parking area by owner. Tickets will be issued to violators. Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

CAMPUS RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements for his visit with the college.

No speaker, recruiter, or representative who visits the college shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

SOLICITORS

No salesmen are permitted in the residence halls without approval of the Office of the Dean of Student Affairs.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . .in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Student Affairs.

3. If the Dean of Student Affairs objects to the invitation of a particular speaker, the General Policies Committee will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in "sympathy."

PROPERTY LOSSES–STUDENT LIABILITY

Lake Forest College does not provide insurance for students' personal belongings such as bicycles and hi-fi sets. If a student sustains a loss, the college cannot be held liable for the replacement of such loss. It is recommended that the student make arrangements for insurance to cover personal belongings.

COLLEGE NEGLIGENCE

In the event that there is the possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department. This is not a valuation procedure; merely an establishing of loss.

College negligence will subsequently be reviewed. Those claiming such negligence must advise, in writing, the Business Office with a copy sent to the Office of the Dean of Student Affairs.

If settlement is made, the recipient must sign a statement that no claim is being made to an insurance company.

STUDENT IDENTIFICATION CARD

The student identification card is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents your membership in the College community. It remains the property of the College and must be returned to the Office of Student Affairs, when the student is no longer enrolled. Carry the I.D. card at all times. It must be presented upon request to any College official.

MAIL SERVICE

Students are assigned a mailbox, located in Commons. The proper form of address for letters and parcels is: L.F.C. Student Box XXX (your number) Lake Forest College Lake Forest, Illinois 60045

All returning students will retain their mailbox used during 1975-76. All correspondence from the college will be directed to this number.

SUMMER SCHOOL HOUSING

Space in a dormitory for summer housing is provided for students who wish to pursue their educational studies, research, or work for various enterprises on the college campus.

Applicants for housing may sign up in the Dean's Office and must fulfill one of the following requirements:

1. Undergraduate college student attending summer school at LFC.
2. Students employed by Gordon White for jobs on campus.
3. Students who are needed by faculty for special projects (letter of request should accompany application.)
4. Foreign or non-resident U.S. students who have received permission from the Dean of Student Affairs to stay.

Cost: To be announced in the spring.

Board: There is to be *absolutely no cooking in the room.* The residence hall kitchen will be available for meals. Szabo Food Service will have mea tickets for sale.

LOST AND FOUND ARTICLES

The "lost and found" is located in the Physical Plant Building.

MUSIC PRACTICE ROOMS

Ravine Lodge houses music practice rooms for those interested.

ROOM RESERVATIONS

Room reservations for on-campus activities are made through the following people:

Sports Center: Mike Dau
Donnelley Gallery: Sally McGowan
Pierson ABC: Jane St. Pierre
Commons Cafeteria & Commonplace: Jane St. Pierre

All other rooms in academic buildings, including McCormick Auditorium and Reid Auditorium:

For scheduling between 8:00 a.m. and 5:00 p.m. every day of the week: Peggy Davidson (Dean Radandt's Office)

For scheduling after 5:00 p.m.: Jane St. Pierre

The *rental* of *any* room or building on campus to an outside person or group is done through Peggy Savosik. Peggy will also handle reservations for *housing* for visiting lecturers and professors.

It will greatly aid in the scheduling of campus events if all reservations are made according to the above listing. All campus activities (regardless of the room reserved) should also be noted on the Master Calendar in the Campus Activities Office. This can be done via a phone call or, better yet, by sending a brief written memo. The Dean of Student Affairs Office should be notified if an event has been cancelled.

The Campus Activities Office has a key for Hixon and for the projector room in Reid (where the projectors are stored) which may be checked out by a faculty or staff member reserving those rooms. The Campus Activities Office should be called to make such arrangements if they are needed.

PRIVACY LAW (How it affects students)

1. Directory Information

The recently enacted amendments to the Family Privacy Act now make it possible to release "Directory Information" to any parties without the written consent of the students. As stated in the Congressional Record, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the names of the student's parents and academic advisor, and the other information routinely published in the college directory.

2. Information to Parents of Dependent Students

The college no longer needs the dependent student's written consent to send to his or her parents the following information: college bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. Confidential Information

Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Student Affairs.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Student Affairs.

LAKE FOREST COLLEGE *Lake Forest, Illinois*

A GUIDE TO THE BUILDINGS

SOUTH CAMPUS

ALUMNI MEMORIAL FIELD HOUSE
Alumni and friends of the College contributed funds for its building in 1950 as a memorial to Lake Forest College graduates who died for their country in military service. Recently converted into an indoor hockey rink.

SPORTS-HEALTH CENTER
The new gymnasium contains basketball, handball and squash courts, a swimming pool, staff offices and health service facilities. Adjoining it are four new tennis courts and a new playing field used for baseball, soccer, and as a practice area.

Dormitories: GREGORY, McCLURE, ROBERTS and NOLLEN HALLS, each composed of two wings, house sixty students per wing.

MOORE HALL, a women's residence, was built in 1892. Originally named East House, it was renamed in 1963 to honor Dr. Herbert McComb Moore, eight President of the College.

FACULTY HOUSING
Only a part of the faculty reside on campus, in houses so designated.

THE PRESIDENT'S HOUSE, built in 1961, is the scene of receptions and meetings for students, faculty, alumni and parents.

MIDDLE CAMPUS

BLACKSTONE and HARLAN HALLS, constructed in 1907, enlarged in 1946 and 1962, used primarily as freshman men's residence halls.

LILLY REID HOLT MEMORIAL CHAPEL, distinguished by its graceful tower and large Gothic vaulted hall, was built in 1899 along with Reid Hall, to which it is connected by cloister.

ARTHUR SOMERVILLE REID HALL, a free adaptation of English university architecture, was the main College library until 1965.

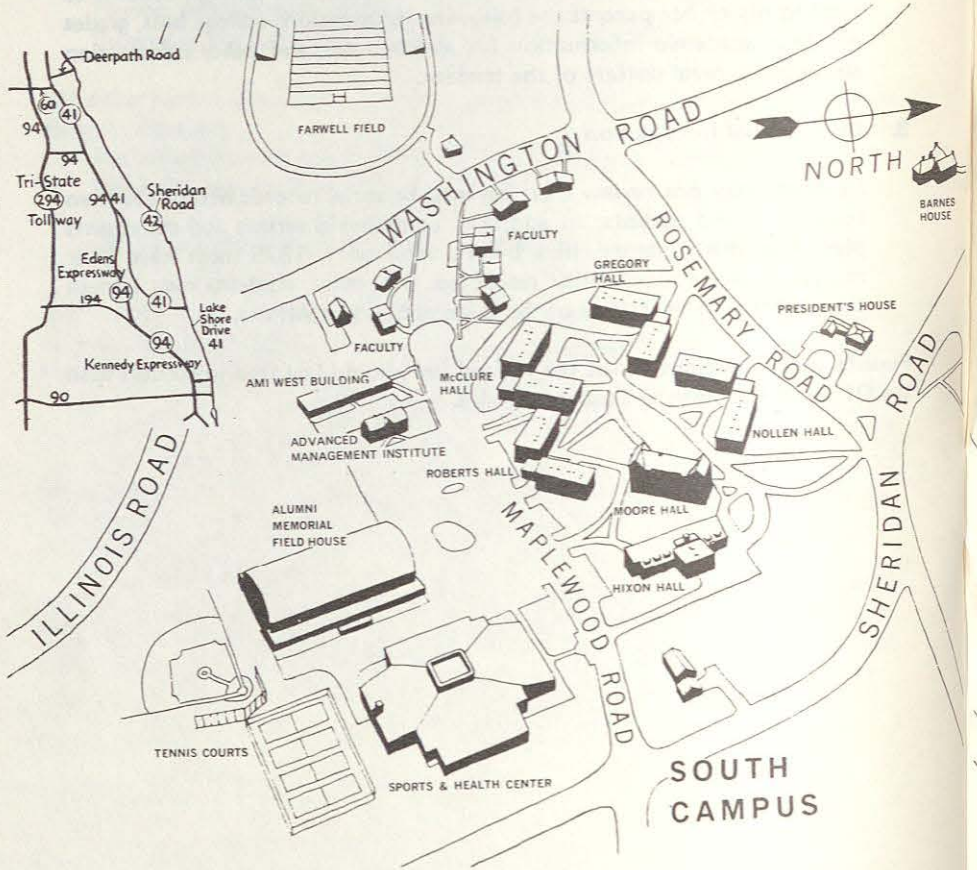
PATTERSON LODGE, built in 1879 as the President's House, now is the College Admissions Office.

COLLEGE HALL, built in 1878 as a gift of the Charles B. Farwell family, is now the oldest building on the campus.

NORTH HALL, similar in form to College Hall, houses most of the College administrative offices, including office of the President.

DURAND COMMONS — the older part built in 1907, named for Calvin Durand, copies an English university commons housing student lounges, coffee shop, a faculty lounge and the bookstore.

DONNELLEY LIBRARY — Opened in 1964, this strikingly modern glass and brick structure houses the College's main collection of books and journals (approximately 120,000 bound volumes). Government documents, and an extensive, growing collection on microfilm.



CARNEGIE HALL built in 1907 as the Science Building, is now the English and Foreign Language Center.

ERNEST A. JOHNSON MEMORIAL SCIENCE CENTER, an imposing group of connected buildings, was named for the ninth President of the College. It houses the Departments of Biology, Chemistry, Physics and Psychology — with the most modern laboratory and research facilities.

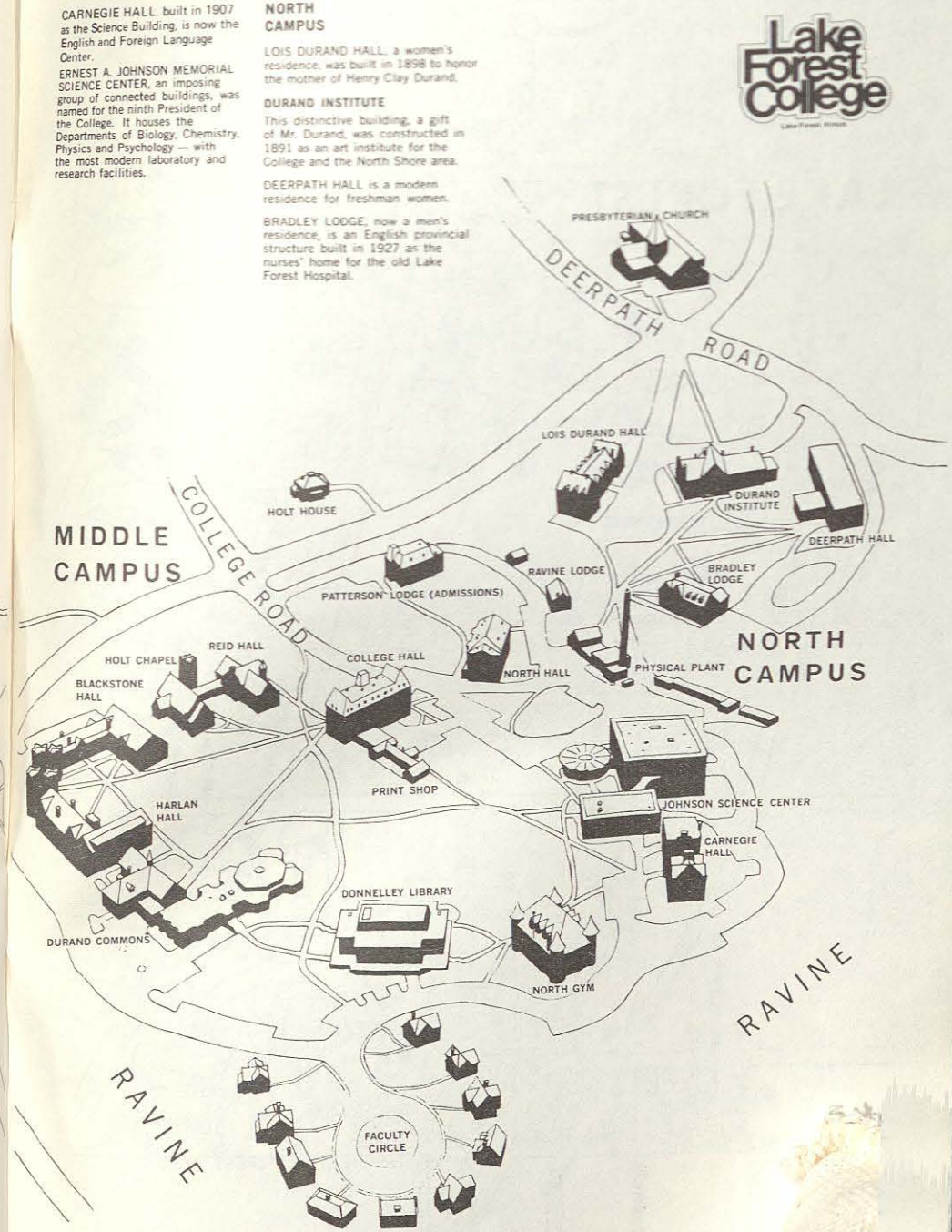
NORTH CAMPUS

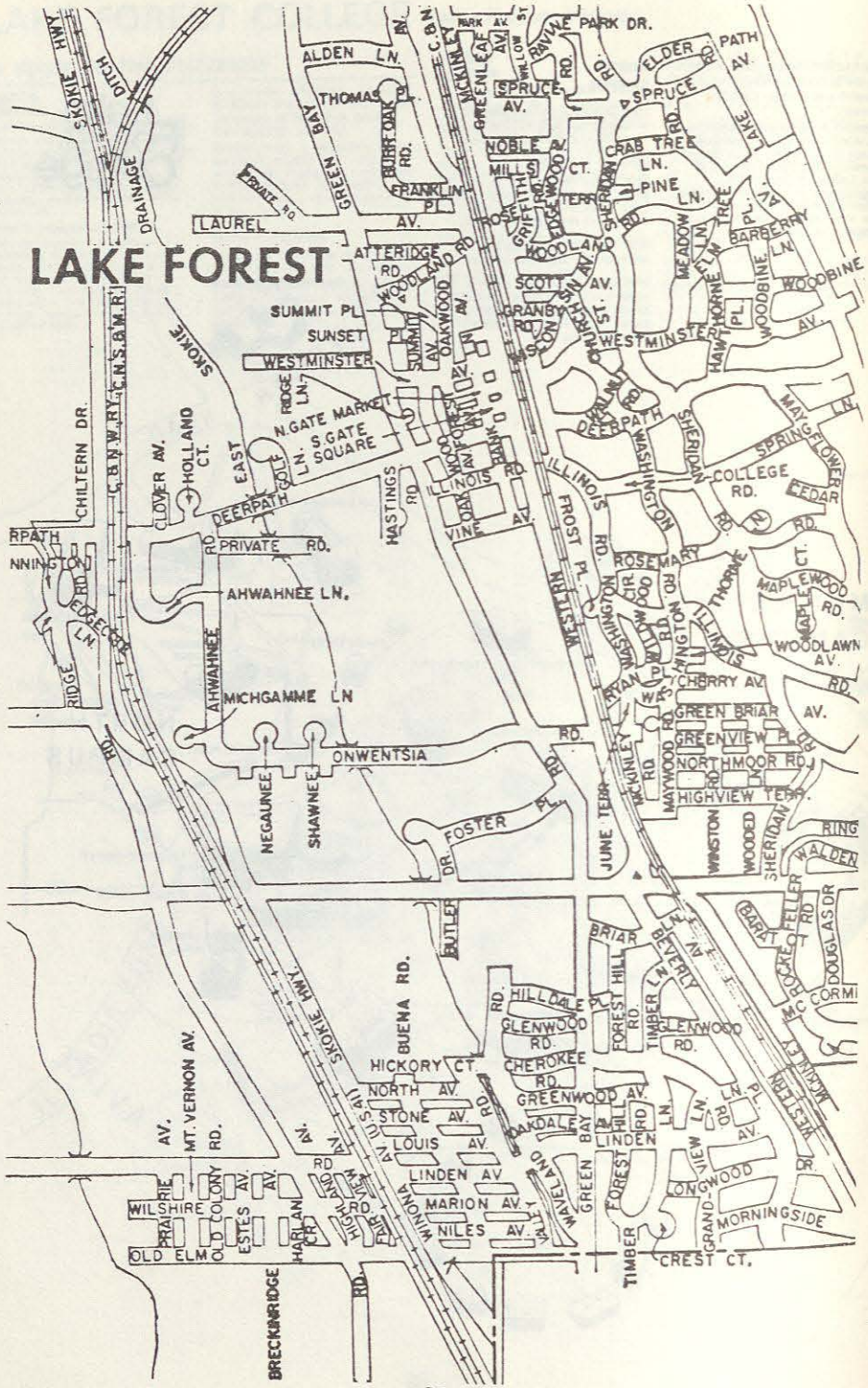
LOIS DURAND HALL, a women's residence, was built in 1898 to honor the mother of Henry Clay Durand.

DURAND INSTITUTE
This distinctive building, a gift of Mr. Durand, was constructed in 1891 as an art institute for the College and the North Shore area.

DEERPATH HALL is a modern residence for freshman women.

BRADLEY LODGE, now a men's residence, is an English provincial structure built in 1927 as the nurses' home for the old Lake Forest Hospital.





COLLEGE HOURS

ADMINISTRATIVE OFFICES 8:30 a.m.-5:00 p.m.

LIBRARY

Donnelley	Science
M-Th 8:00 a.m.-12 noon	M-Th 8:30 a.m.-11:00 p.m.
F-Sat 8:00 a.m.-10 p.m.	F-Sat 8:30 a.m.-5:00 p.m.
Sun 10:00 a.m.-12 noon	Sun 11:00 a.m.-1:00 p.m.

BOOKSTORE 8:00a.m.-4:00 p.m. Monday-Friday

CAMPUS POST OFFICE 8:30 a.m.-12:00 p.m. / 1:00 p.m.-5:00 p.m.

CASHIER 8:30 a.m.-12:30 p.m. / 1:00 p.m.-4:00 p.m.

HEALTH OFFICE 9:00 a.m.-5:00 p.m. Monday-Friday

CAFETERIA SERVICE HOURS

Monday thru Friday

BREAKFAST: Regular	7:30 a.m.-8:30 a.m.
Continental	8:30 a.m.-9:00 a.m.
LUNCH:	11:00 a.m.-1:15 p.m.
DINNER:	5:00 p.m.-6:15 p.m.

Saturday	Sunday
BREAKFAST: 8:00 a.m.-9:30 a.m.	9:00 a.m.-10:00 a.m.
LUNCH: 11:30 a.m.-1:00 p.m.	
DINNER: 5:00 p.m.-6:00 p.m.	1:30 p.m.-2:30 p.m.

EMERGENCY NUMBERS

FIRE 234-2121

AMBULANCE 234-2121

POLICE 234-2131

L.F. Hospital 234-5600

Campus Security
234-3100 ex. 205